

CAREER CARE INSTITUTE

2016-2017 STUDENT HANDBOOK

Lancaster Campus (Main Campus)

43770 15th Street West, Suite 115

Lancaster, CA 93534

P: (661) 942-6204

F: (661) 942-8130

Ventura Campus (Non-Main Campus)

2151 Alessandro Drive, Suite 150

Ventura, CA 93001

P: (805) 477-0660

F: (805) 477-0659

Moreno Valley Campus (Non-Main Campus)

22500 Town Circle, Suite 2205

Moreno Valley, CA 92553

P: (951) 214-6446

F: (951) 214-6440

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STATEMENT OF THE PRESIDENT AND CEO

All students who successfully complete all the program requirements will be awarded a certificate of completion for the corresponding program that they have completed. Students are encouraged to visit the campus to discuss their educational and occupational plans with school advisors prior to enrolling or signing the enrollment agreement.

Although every effort has been made to assure the accuracy of the information in this student handbook, students and others who use this student handbook should note that laws, rules, and policies change from time to time and that these changes might alter the information contained in this publication. All the information in the content of this student handbook is current and certified as true by Edmund Carrasco, Chief Executive Officer.

HISTORY AND OWNERSHIP

Career Care Institute was established in 1998 as a private institution by Edmund Carrasco to meet the growing needs of the healthcare industry and our community. Since then, the school has expanded to include two additional campuses in Ventura (2004) and Moreno Valley (2008) California. In addition, the school has seen employment growth as well as improved its course offerings and student services considerably to help meet the student's educational and employment needs. CCI became a corporation in 2001 and Mr. Carrasco serves as the school's Chief Executive Officer and Founder. As a veteran of the medical field and keenly aware of the needs in the healthcare industry, Mr. Carrasco believes that providing students with the necessary tools to meet the demand of well trained and qualified professionals in the community is essential for the Institute's success.

MISSION, VISION AND VALUES

Our Mission:

Career Care Institute is dedicated in preparing students for a rewarding career through exceptional training and an outstanding experience.

Our Vision:

To be recognized in our community as a leader in career oriented training.

Our Values:

We accomplish our mission by living our values, aiming to achieve the highest levels of:

- **Integrity:** Our personal and professional behavior is guided by honesty and ethical principles.
- **Service-oriented:** Through instruction and guidance, we serve the needs of our community, promote self-discipline and put others before ourselves.
- **Innovation:** We are continuously evaluating and ensuring content is relevant and engaging.
- **Passion:** Passionate to change the life of others.
- **Excellence:** Highest standards to help students beyond their expectations.

STATEMENTS REGARDING QUESTIONS, STUDENT HANDBOOK REVIEW AND COMPLAINTS

Any questions a student may have regarding this student handbook that have not been satisfactorily answered by the institution may be directed to: **Bureau for Private Postsecondary Education, P.O. Box 980818 West Sacramento, CA 95798-0818.**
www.bppe.ca.gov

As a prospective student, you are encouraged to review this student handbook prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site www.bppe.ca.gov.

GENERAL SCHOOL INFORMATION AND DISCLOSURES

GENERAL SCHOOL INFORMATION AND DISCLOSURES

CCI CAMPUS ADVISORY BOARD MEMBERS

Career Care Institute has an active Advisory Board comprised of professionals in the community as well as other qualified instructional staff and faculty who are working in the allied health field. The functions of the Board are to keep the college's programs current with innovations in the allied health field and to make recommendations regarding the institution's mission, objectives, equipment, and curriculum.

Advisory Board of Professionals (Ventura Campus)

- Andres Gonzalez, RDH, AA
- Ashley Slayton, CMA
- Cathy Ballard, RT
- Gloria Camarillo, MA
- Jackeline Gonzalez, RDH, AA
- Jessica Escobedo, RDA
- Krista Banales Office Manager, RDA
- Rebecca Castro, CMA
- Resurrection del Castillo, RN, BSN, MSN
- Virginia Hoover, RT

Advisory Board of Professionals (Lancaster Campus)

- Ashley Weber, DA
- Ashley Mayberry, DA
- Brad Parker, DA
- Crystal Addler, DA
- Eva Ramos, DA
- Jamie Gaw, DA
- Jamie Tressler, Office Manager
- Jennefer De Luna, RDA
- Keyvan Lazar, DDS
- Kimberly Clayborn, Office Manager
- Marilu Macias, DA
- Shannon Fockley, DA
- Yasser Sadek, DDS
- Dr. Steven E. Black, DPM
- Jadira Becerra, MA
- Sheila Segura, MA
- Jazmin Ramirez, MA
- Bernadine Lindsey, LVN
- Brandy Wheeler, Director of Marketing
- Donna Thomas, RN
- Frank Snowey, LVN DSD
- Josephine Davis, RN
- Julie Wotasik, RN
- Nancy Agosto, Program Director
- Natalie Montes, Social Worker
- Patty Delaney, RN
- Precious Sandoval, RN
- Sheila Wright, MSW
- Tammy Harper, DSD

- Apriel Rauda, LVN, XT
- Bruce Fishman, MD
- Gehad Hassan, RT
- MZ Lameer, MD
- Robert Heck, XT
- Sissy Valenzuela, RT
- Terri Daum, RT
- Robert Guillen, PA-C

Advisory Board of Professionals (Moreno Valley Campus)

- Amy Bolding, LVN-Charge Nurse II SNF
- Belen Mamani, LVN
- Clara Garcia (Retired), LVN VA
- Damien Sheppard, Lab Technician
- Daryn Arnett, RN
- Deanna Steckman, PSR
- Lacinda Vanneman, MA
- Molly H Lopez-Retired, RN
- Patricia Coronado, Clinical Coordinator
- Jean Stevenson, RN
- Glynn Rame, RN
- Angelo Rivera, RN
- Michael Lim, RN
- Pearly Escabarte, RN
- Vanessa Rocha, LVN
- James Hattar Community Recruiter
- Carmelo Pizano, MA
- Alma Mayorga, MA
- Molly Lopez, RN
- Mildred Mason, RNP
- Mona Flores, RN, BSN
- Brandy Shannon, RN, BSN
- Wayne Dewri, PA
- Victoria Ortiz, MA

CCI FACULTY**CCI LANCASTER FACULTY**

Instructor Name	Qualifications	Years of experience	Program of Instruction
Adina Free	RN, MSN	30	Vocational Nursing
Angela Moore	RN, BSN, MSN Ed	18	Vocational Nursing
Chad Turner	LVN	31	Vocational Nursing
Cindy Pruitt	RN, AA	25	Vocational Nursing
Corrine Stevens	RN, MSN, PHN, Ed. D	39	Vocational Nursing
Jennifer Summer	LVN	6	Vocational Nursing
Julia Cole	LVN, ASN	21	Vocational Nursing
Krystal Willson	LVN	6	Vocational Nursing
Linda Malek-Jones	RN, MA	25	Vocational Nursing
Linda Rhodes	LVN, BE, ADN	29	Vocational Nursing
Maria Gorski	RN, BSN, PHN	7	Vocational Nursing
Melania Jimenez	RN, BSN	36	Vocational Nursing
Nancy Motz	RN, ADN	26	Vocational Nursing
Stephanie Castro	LVN	6	Vocational Nursing
Rogelio Torrente			Vocational Nursing
Cheryl Campbell	CMA	22	Medical Assistant
Patricia Rico	CMA	16	Medical Assistant
Christopher Boka	XT	4	Limited X-Ray Technician
Hector Bitolas	RT (R) (ARRT)	23	Limited X-Ray Technician
Javier Castañeda	RT (R) (ARRT)	9	Limited X-Ray Technician
Deanna Adams	RDA	17	Dental Assistant
Denise Driggers	RDA	13	Dental Assistant
Daina Karian	RDA	27	Dental Assistant

CCI VENTURA FACULTY

Instructor Name	Qualifications	Years of experience	Program of Instruction
Alejandro Alcalá	BS, XT	30	Limited X-Ray Technician
Alexandra Astorga	RN, RMA	36	Medical Assistant
Callie Keating	RDA	26	Dental Assistant
Carol Puerto	RN	47	Vocational Nursing
Janet Latonio	RN, MSN	38	Vocational Nursing
Tawn Klugman	RN	10	Vocational Nursing
Margaret Ann Hills	LVN	35	Vocational Nursing
Mavis del Castillo	LVN	8	Vocational Nursing
Sandie Blackford	RN, CARN	42	Vocational Nursing
Suzanne Cox	RN, BSN	46	Vocational Nursing
Sheri Carillo	LVN	3	Vocational Nursing
Erika Coolman	BA, RN, FCN	3	Vocational Nursing
Lisa Hubbard	RN	4	Vocational Nursing
Denise McElvogue	RN, BSN	10	Vocational Nursing
Ruth Jones	RN	25	Vocational Nursing
Michelle Blake	RN	19	Vocational Nursing

CCI MORENO VALLEY FACULTY

Name	Qualifications	Years of experience	Program of Instruction
Allan Ocampo	RN, MSN	8	Vocational Nursing
Cheryl Reece	RN, AA	5	Vocational Nursing
Toby Robins	LVN, AA	12	Vocational Nursing
Sophia Mondol	LVN, MBA	8	Vocational Nursing
Valerie Torrez	LVN, BS	3	Vocational Nursing
Effie Murray	RN, MS	20	Vocational Nursing
Adam Moreno	MA, XT	10	Medical Assistant

TITLE IX COORDINATOR

Faculty, staff, and students can file complaints that violate Title IX provisions by writing to the office of the Title IX Coordinator. Anonymity is maintained to protect the identity of the faculty, staff or student and institutions are prohibited from retaliating against any complainant.

Yesenia Arevalo, Title IX Coordinator

43770 15th St. West, Suite 115
Lancaster, CA 93534
Ph: 661-942-6204

ADA/SECTION 504-DISABILITY ACT

Lancaster and Moreno Valley Campuses

Yesenia Arevalo, ADA/Section 504 Coordinator
43770 15th St. West, Suite 115
Lancaster, CA 93534
Ph: (661) 942-6204

Ventura Campus

Bill Hall, ADA/Section 504 Coordinator
2151 Alessandro Dr., Suite 150
Ventura, CA 93001
Ph: (805) 477-0660

Career Care Institute complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act which prohibits discrimination against qualified individuals with disabilities.

The ADA/Section 504 Coordinator can be contacted by submitting a written request to the Office of the Director or by calling (661) 942-6204

GENERAL CAMPUS INFORMATION

Lancaster Campus (Main Campus)

Career Care Institute's main office is located at 43770 15th Street West, Suite # 115, Lancaster, CA 93534. Our corporate offices, business, and Student Services are located on the 1st floor of the two story building and the classrooms, laboratories, clinical rooms, and break rooms are on the first and the second floors. The campus is within easy access of the 14 freeway. The classrooms are heated and air-conditioned and each has ample space to accommodate all students enrolled. Each classroom is equipped with enough supportive materials to enrich and broaden the student's knowledge and training in their respective fields of study. Facilities are spacious, clean, and simulate the professional environment in which students will eventually work. The facilities and equipment utilized by CCI fully comply with federal, state, and local ordinances and regulations, including those requirements pertaining to the fire safety, building safety, and health.

Ventura Campus (Non-Main Campus)

Ventura Campus is located at 2151 Alessandro Dr., Suite 150 Ventura, CA 93001. Our Admissions offices and Student Services are located on the 2nd floor of the two story building. The campus is conveniently located within easy access to Highway 126 and the 101 freeways. The classrooms are heated and air-conditioned and each has ample space to accommodate all students enrolled. Each classroom is equipped with enough supportive materials to enrich and broaden the student's knowledge and training in their respective fields of study. Facilities are spacious and clean, and simulate the professional environment in which students will eventually work. The facilities and equipment utilized by CCI fully comply with federal, state, and local ordinances and regulations, including those requirements pertaining to the fire safety, building safety, and health.

Moreno Valley Mall Campus (Non-Main Campus)

Moreno Valley Campus is located at 22500 Town Circle, Suite 2205, Moreno Valley, CA 92553. Our Admissions offices and Student Services are located on the 2nd floor of the two-story mall next to JC Penney. The campus is conveniently located inside the mall with access to all the necessary amenities the mall has to offer. Additionally, the campus is in within easy access to the 60 freeway. The classrooms are heated and air-conditioned and each has ample space to accommodate all students enrolled. Each classroom is equipped with enough supportive materials to enrich and broaden the student's knowledge and training in their respective fields of study. Facilities are spacious and clean, and simulate the professional environment in which students will eventually work. The facilities and equipment utilized by CCI fully comply with federal, state, and local ordinances and regulations, including those requirements pertaining to the fire safety, building safety, and health.

SCHOOL ACCREDITATION AND APPROVALS

Career Care Institute is nationally accredited by the Council on Occupational Education. COE is an accrediting agency recognized by the U.S. Department of Education. Additionally, Career Care Institute is institutionally accredited to offer Non-Degree programs.

Career Care Institute also has approval from appropriate State agencies to provide training in the following:

- Dental Radiation Safety is approved by the Dental Board of California. **(Lancaster and Ventura Campuses)**
- Coronal Polishing is approved by the Dental Board of California. **(Lancaster and Ventura Campuses)**
- Intravenous/Blood Drawing Certification is approved by the Board of Vocational Nursing and Psychiatric Technicians.
- Vocational Nursing is Accredited by the Board of Vocational Nursing and Psychiatric Technicians

- Limited Permit X-ray Technician is approved by the California Department of Public Health, Radiologic Health Branch.
(Lancaster and Ventura Campuses)

Career Care Institute has approval from the U.S. Department of Education to offer Title IV Federal Student Financial Aid. Career Care Institute offers financial aid for the following programs: Medical Assisting, Dental Assisting, Vocational Nursing, and Limited Permit X-Ray Technician. (See [Education Financing](#) for more information.)

Accreditation and Approval Contact Information:

COE (Council on Occupational Education)

Address: 7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30350

Phone: (800) 917-2081/ (770) 396-3898

Fax: (770) 396-3790

www.council.org

Type of Accreditation: Institutional

Degree type: Non-degree

BVNPT (Board of Vocational Nursing and Psychiatric Technicians)

Address: 2535 Capitol Oaks Drive, Suite 205

Sacramento, CA

Phone: (916) 263-7843

Fax: (916) 263-7859

www.bvnpt.ca.gov

Programmatic Accreditation for the Vocational Nursing Program

DCA (Dental Board of California)

2005 Evergreen Street, Suite 1550

Sacramento, CA 95815

Phone: (916) 263-2300

Fax: (916) 263-2140

www.dbc.ca.gov

BPPE (Bureau for Private Postsecondary Education)

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Phone (916) 574-7720 or Toll Free (888) 370-7589

Fax (916) 574-8646

www.bppe.ca.gov

Type of Approval: License to Operate - Institutional approval (Lancaster Campus)

Degree type: Non-degree

U.S. DOE (United States Department of Education)

400 Maryland Ave., SW

Washington, D.C. 20202

Phone: (800) 872-5327

www.ed.gov

CDPH (California Department of Public Health)

Radiologic Health Branch, MS 7610

P.O. Box 997414

Sacramento, CA 95899-7414

Phone: (916) 327-5106

www.cdph.ca.gov

Programmatic approval for the Limited Permit X-ray Technician Program:

ASRT (American Society of Radiologic Technologist)

15000 Central Ave. SE

Albuquerque, NM 87123-3909

Phone: (505) 298-4500

Type of Approval: Continuing Education Units

HOURS OF OPERATION (All Campuses)

Admissions and Business Office:

8:00 AM to 6:00 PM Monday–Thursday

8:00 AM to 4:30 PM Friday

Financial Aid appointments are available until 7 PM on Wednesdays.

COURSE OFFERINGS BY CAMPUS

Lancaster Campus (Main Campus)

Career Care Institute's main campus has received license to operate in the State of California from the BPPE, based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

We offer the following programs:

- Dental Assisting
- Medical Assisting
- Vocational Nursing
- Limited Permit X-ray Technician

Career Care Institute's Lancaster location also has approval from appropriate State agencies to provide training in the following:

- Vocational Nursing is Approved by the Board of Vocational Nursing and Psychiatric Technicians
- Limited Permit X-ray Technician is approved by the California Department of Public Health, Radiological Health Branch.
- Dental Assisting Courses; Radiation Safety, 8-hour Infection Control and Coronal Polish are approved by the Dental Board of California.

Ventura Campus (Non-Main Campus)

Career Care Institute's Ventura campus has received license to operate in the State of California from the BPPE, based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

We offer the following programs:

- Dental Assisting
- Medical Assisting
- Vocational Nursing
- Limited Permit X-ray Technician

Career Care Institute's Ventura location also has approval from appropriate State agencies to provide training in the following:

- Vocational Nursing is Approved by the Board of Vocational Nursing and Psychiatric Technicians
- Limited Permit X-ray Technician is approved by the California Department of Public Health, Radiological Health Branch.
- Dental Assisting Courses; Radiation Safety, 8-hour Infection Control and Coronal Polish are approved by the Dental Board of California.

Moreno Valley Mall Campus (Non-Main Campus)

Career Care Institute's Moreno Valley campus has received license to operate in the State of California from the BPPE, based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

We offer the following programs:

- Vocational Nursing
- Medical Assisting

Career Care Institutes Moreno Valley location also has approval from appropriate State agencies to provide training in the following:

- Vocational Nursing is approved by the Bureau for Vocational Nursing and Psychiatric Technicians

Career Care Institute has approval from the U.S. Department of Education to offer Title IV Federal Student Financial Aid. Career Care Institute offers financial aid for the following programs: Medical Assisting, Dental Assisting, Limited X-Ray Technician and Vocational Nursing. (See [Financial Information](#) for more information.)

CLASS SIZE

Lancaster and Ventura

The maximum lecture class size will not exceed 50 (45 for Lancaster and 50 for Ventura) students for the Vocational Nursing Program. A typical class size for other programs is approximately 25 students. Instruction is in residence with facility occupancy level accommodating 180 or more students at any one time during a class session.

Moreno Valley

The maximum lecture class size will not exceed 35 students for the Vocational Nursing Program. A typical class size for other programs is approximately 25-30 students. Instruction is in residence with facility occupancy level accommodating 65 or more students at any one time during a class session.

HOUSING

HOUSING IN LANCASTER

Career Care Institute does not offer housing assistance or dormitories facilities, and it's not responsible to find or assist students in finding housing. Students can find housing at approximately .2 miles from campus. A one bedroom apartment starts out at approximately \$600 per month.

HOUSING IN VENTURA

Career Care Institute does not offer housing assistance or dormitories facilities, and it's not responsible to find or assist students in finding housing. Students can find housing at approximately 2 miles from campus. The rate for a one bedroom apartment starts out at \$1150 per month.

HOUSING IN MORENO VALLEY

Career Care Institute does not offer housing assistance or dormitories facilities, and it's not responsible to find or assist students in finding housing. Students can find housing at approximately 1.5 miles from campus. A one bedroom apartment starts at the rate of \$895 per month.

CAMPUS SECURITY & SAFETY

Career Care Institute takes the safety of all students and staff very seriously. CCI provides campus security for all campuses. Students, staff, and faculty are encouraged to contact the Campus Security Officer by going to Student Services in the event any emergencies or conflicts arise during school hours. Students that feel threatened must contact law enforcement immediately and file a police report. In the event that the student leaves campus before the report was taken by the police, CCI administration will file the report on the student's behalf. Medical and other serious emergencies need to be reported by dialing 911 and then informing Campus Safety and Security.

The Campus Security Officer is responsible for ensuring the safety of all students, CCI personnel, and visitors who visit the campus. As such, students are expected to assist in creating a safe and conducive learning environment for each other by adhering to CCI's conduct policy and reporting in a timely manner any incidents (i.e. accidents, spills, fights, illegal activity, anything which may adversely affect the student's educational experience). Any student complaints or incidents received will be followed up and investigated by CCI staff. During the course of its investigation, CCI has the right to suspend any student at its own discretion to protect student safety.

Campus Security provides some of the following services to all CCI personnel and students: courtesy escort to student transportation (if necessary and upon request) visitor badges for student guests, campus emergency preparation, and assistance with student dispute resolution. The Campus Security office will enforce and may issue campus citations for violation of any student conduct policies; additionally, campus security is responsible for facilitating all school emergency and safety drills in order to further ensure a prepared and safe learning environment.

If you would like to file a complaint with Campus Safety & Security because you witnessed a crime or were a victim of one while on campus, you may visit the Student Services Office anytime during school hours to fill out an incident report. CCI will be happy to assist you. Campus Safety & Security cannot be of service to you or correct a problem if they do not know about it.

Student Guests Visiting the Campus

In an ongoing effort to further ensure students and CCI personnel safety, campus security must be able to identify every person visiting the campuses.

Students who invite their friends and/or family on to the campus for recreational purposes (e.g. lunch break, Student Appreciation events, etc.), or for classroom educational purposes (e.g. classroom lab assignments) must first visit the Front Desk Office to sign-in and obtain a "Visitor's Pass". Student's guests, who do not visit the Front Desk Office and obtain a visitor pass, may be asked to leave. The student is primarily responsible for ensuring their guests obtain a visitor's pass. Students may be given written warnings, or be referred to the Campus Director (only for continued infractions) by security for failing to obtain a visitors pass for their guests.

Students are encouraged to visit the Student Services office to seek assistance in obtaining a visitors pass from security.

Security Office Locations

Lancaster Campus – You can contact our Security Officer by going to the Student Services Office.

Ventura Campus – You can contact our Security Officer by going to the Student Services Office.

Moreno Valley Campus – Campus Security is provided by Mall Security, Public and Safety Office, and the Moreno Valley Police department.

Reporting Incidents and Crime Statistics

Whether you are a victim or a witness, you have the responsibility to report crime. If a crime occurs on or around campus, report it immediately to the police.

Crimes in progress and crimes that have just occurred should be reported by dialing **9-1-1** from any phone. Whenever possible, the actual victim or witness of the crime should call directly. First-hand information is always more accurate and complete. If someone merely gives you the information and leaves, please include this information. In emergency situations a phone is available at the administrative offices of the school.

When calling to report a crime or incident, please be ready to give information such as: a brief description of the occurrence, when and where the incident occurred, weapons the suspect(s) carried, where and when the suspect(s) was last seen, description of the suspect(s) (including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars) and any other relevant information.

In addition to the importance of reporting, timely information assists in developing information and warnings for the campus. Many crimes can be prevented. You can prevent crime by being alert and aware of your surroundings at all times. Please visit our website for a full downloadable copy of our Crime Disclosures and Campus Safety and Security Report at <http://ccicolleges.edu/general-disclosures/>

Notification of Crime Statistic Reporting

The school compiles crime statistics and inspects campus grounds to identify and address future security and safety needs. These statistics are kept and regularly updated by the administration. CCI reports crime statistics on October 1st of every year to students and faculty via school memo as required by the U.S. Department of Education. Updated CCI Crime Statistic information is made available on our website at <http://ccicolleges.edu/general-disclosures/> (PDF file is available for download), in student break rooms and/or by requesting a copy from the Admissions office. Students and faculty will be notified via school memo or school publication when updated Crime Statistic reports are made available.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

Additionally, you must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
 - You are not a California resident.
 - Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

For further information regarding this STRF fund, you may contact the following: Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833.

STATEMENT REGARDING BANKRUPTCY

Career Care Institute has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

GENERAL ADMISSION REQUIREMENTS

Career Care is open to all individuals who possess a sincere desire to learn. As such, we encourage all prospective students to review our admissions requirements prior to enrollment to determine enrollment eligibility.

- All applicants will have a personal interview with an Admissions Representative.
- All applicants must have a tour of the school campus.
- All applicants will be required to pass an entrance exam. (Prospective students who do not make the minimum entrance exam passing score will have to wait 7 days before retaking the entrance examination again.) Please refer to admissions requirements per program for passing scores.
- All applicants must have a high school diploma (from an approved institution), GED, or its equivalent. The Admissions Representative may refer applicants that have not attained a high school diploma, GED, or its equivalent to an agency where they may obtain one.
- A valid ID and social security card is also required.
- Students must produce a tuberculin-screening test prior to first day of class, or they will not be permitted to attend class.
- All applicants enrolled in any of our programs must have all financial obligations completed before class begins. A nonrefundable registration fee is due upon enrollment.
- Re-entry students must see the Finance Department and Admissions prior to starting class and complete a new enrollment agreement to determine any previous debt from a previous enrollment.
- Student must undergo school orientation.

See Admission Requirements by program:

- [Medical Assisting](#)
- [Dental Assisting](#)
- [Limited Permit X-Ray Technician](#)
- [Vocational Nursing](#)
- [Associate Degree in Nursing](#)

**Students MUST produce a High School diploma (from an approved institution) or its equivalent prior to their first day of class. Students may be given no more than a one week extension beyond their first day of class by the Admissions office. Consideration will only be given to students who demonstrate

extenuating circumstances by the Campus Director. Students who fail to produce their high school diploma (from an approved institution) or its equivalent within the timeframe required will be denied admission into the program.

The school reserves the right to deny admission to prospective students if the provisions above are not properly completed and submitted.

Ability-To-Benefit (ATB) Testing

CCI does not admit new ATB students. Students who have previously taken the ATB test at CCI and have earned at least 225 hours in a program CCI offered prior to July 1, 2012, may be eligible to attend CCI's Medical Assisting and Dental Assisting programs.

SOFTWARE AND HARDWARE REQUIREMENTS

At Career Care Institute, computer software and hardware along with electronic devices such as tablets and smart phones allow you to communicate clearly and effectively with faculty, staff, and other students. Students have access to a number of electronic study resources and may be required to complete assignments using a computer with Internet connection.

Career Care Institute has a computer lab at each campus that is available for student's use during the posted hours. Students are not required to have a computer and Internet access at home, but due to the amount of work required in some programs, it is recommended for some students to obtain computer and Internet access at home.

Each program has different requirements that students should review prior to enrollment. Please review the requirements carefully.

Medical Assistant, Dental Assisting, Limited X-Ray Technician

Students are required to have access to checking and sending emails daily. Access can be obtained through any electronic device that has access to the Internet. Assignments and lesson plans are sent electronically.

Vocational Nursing

All courses in the Vocational Nursing program require assignments to be submitted using Microsoft Office. Assignments created using other applications, such as Microsoft Works or WordPerfect are not acceptable. Macintosh files created using applications other than the MS Office suite must be converted to Word or it will not be accepted by the instructor.

ATI

Vocational Nursing students will be required to complete an ATI component for the program. Career Care Institute has contracted with ATI® to provide additional support and assistance throughout

the program in preparation for taking and successfully passing the NCLEX-PN® exam.

For optimal testing experience, we recommend a wired network connection and the preferred browsers listed below:

Windows:

- Windows XP, Vista, Windows 7, or Windows 8
- Mozilla Firefox (latest version), Internet Explorer 9 or higher

Mac:

- Mac OS X 10.5 (Leopard) or higher
- Mozilla Firefox (latest version)
- Safari 5 or higher

Other Software:

- Silverlight 4 or higher
- Adobe Acrobat Reader X or higher
- Adobe Flash Player 11 or higher

EMERGENCIES

An emergency is that condition, situation, or event that presents an immediate and definite risk of bodily harm to students, faculty, and staff. Examples of emergencies include but are not limited to earthquakes, fire, robbery, individual medical emergencies, or physical altercations within school buildings. In the case of emergency, students are to remain calm. A determination must be made by security and the instructor as to the nature of the emergency. In the case of an immediate and definite risk of bodily harm (i.e. fire) the instructor is to evacuate the class from the school building.

Once the class is in a safe area, security will work with the Campus Director to determine the nature of the emergency who will then make a determination of whether to dismiss the class. Students will not be marked absent for appropriate early dismissal resultant from an emergency condition. Early dismissal of classes must be made with discretion. Instructors, generally, are not permitted to dismiss classes early without reasonable knowledge that an emergency situation may exist. To maintain the integrity of the quality of education at CCI, instructors may not arbitrarily and freely dismiss classes early.

Temporary Class Postponements

The school reserves the right to close during weather emergencies or other acts of nature. Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program. The calendar day length of the programs may be extended to accommodate longer postponements.

RIGHT TO REFUSE OR CANCEL SERVICE

Career Care Institute reserves the right to refuse or cancel service for violating financial agreements, violation of student conduct policies, failure to maintain satisfactory attendance, failure to maintain satisfactory academic progress.

ENGLISH AS A SECOND LANGUAGE (ESL)

Career Care Institute does not offer training in English as a Second Language.

NON DISCRIMINATORY POLICY

Career Care Institute is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The Institute does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, religion, disability, or age in its programs and activities. The Institute applies its policy consistently and uniformly. Contact the Campus Director with any inquiries and complaints regarding the Non-Discrimination Policy.

STUDENT SERVICES

STUDENT SERVICES

STUDENT SERVICES OFFICE

The Student Services Department provides assistance to the CCI student body through various campus support systems and services. Services include: serving as ombudsman for students seeking redress from CCI policies and procedures, providing access services to disabled students, providing for the needs of the student through the assistance of various CCI departments.

Student Services Department Staff–Lancaster

Leticia Diaz – Student Services Director, Ext: 105

Nikki Macfarlane – Student Services Administrator, Ext: 115

Career Services Department Staff- Lancaster

Katlin Moody – Career Services Director, Ext. 125

Sherry McCollum – Career Services Representative, Ext. 118

Student Services Department Staff–Ventura:

Jessica Thompson – Student Services Director, Ext: 320

Career Services Department Staff – Ventura

Career Services Representative, Ext. 312

Student Services Department Staff – Moreno Valley

Natalie Morales – Student Services Administrator, Ext: 201

Student Services Ombudsman

Students seeking redress from CCI policies and procedures must do so in writing to the Office of Student Services. Our role is to help the students gain access to CCI services and to provide a forum to process special requests.

Career Services

Joining the work force is one of the most exciting and rewarding aspects of completing education. At Career Care Institute, lifetime job placement assistance is offered and is easily accessible on campus to current students and graduates. Career Services offers assistance in mock interviews, locating job leads, creating a resume and cover letter, professional attire advice, application assistance, and career advisement to assist in obtaining and beginning a new career. Career Services will assist with faxing, printing, and technology needs. Appointments can be made, but walk-ins are also welcome.

Educational Support

CCI provides a comprehensive program of support and remedial services for all programs offered, which include: one-on-one tutoring by appointment, math and English remediation each Friday, theory remediation for each level for the Vocational Nursing program, clinical remediation, review

for the Vocational Nursing Program, and 24 hour access to CCI's virtual library and online learning resources.

Information Technology

- ***Email Services:*** Each student at Career Care Institute receives an email account. You may use this email account anywhere you have Internet access on or off campus. Your email account not only serves as a tool for effectively communicating with CCI personnel, but it also provides access to important current and future school resources.
- ***Internet Services:*** Internet access is available in the computer centers and student break rooms (except in Moreno Valley). To access the Internet from your computer or mobile device, you must have a network card installed and configured, and your mobile device/tablet must have Wi-Fi capabilities. If you would like more information on Internet connectivity, please contact the Student Services Office (661) 942-6204 (Lancaster Campus); (805) 477-0660 – (Ventura Campus), or email:
studentservices_lan@ccicolleges.edu
studentservices_ven@ccicolleges.edu

Campus Safety & Security

CCI provides students and CCI personnel with a safe and clean learning environment in order to promote the successful delivery of educational quality. Campus Safety & Security contributes to the quality of campus life by fostering an environment which safe guards the student from any unnecessary interruptions to their educational experience; for more information, please see “Campus Safety & Security” located in this student handbook.

Student Guidance and Advising

The staff at Career Care Institute is available to assist the student on any issues which could have an adverse effect on their ability to successfully complete their course of study. Problem cases where Career Care Institute does not have the expertise to handle the issue will be referred to agencies specializing in that particular area. To help the student achieve their fullest personal development and make the best use of the instruction offered, the institution offers guidance and advising beginning with their first Admission's interview. All students can expect to receive continuing advice and guidance as needed from the faculty as well as the administrative staff. *Those experiencing academic difficulty are encouraged to inform their instructor, whom will work with the Program Director and/or the Dean of Academics to assist the student in achieving academic success.*

Resource Center

Career Care Institute has on-site resource centers located in each classroom with learning resources consisting of books, handouts, audio-visual tapes, and a comprehensive online virtual library. The purpose of these resources is to promote study habits with additional resource materials other than what it is presented in the

classroom. Each student is encouraged to utilize the resource centers and most importantly, the online virtual library.

Books, periodicals, and any other learning material available may be checked out by your instructor. In addition, students should be aware that CCI is located a short distance from the City of Lancaster and Ventura public libraries. The libraries are an enormous resource for students requiring additional or supplementary learning materials, and students are invited to visit the library and learn of materials and resources available to them.

Computer Lab

Career Care Institute has computer labs at each campus available for student use. Each lab is equipped with computers that enable students to use email, web browsers, a variety of software programs specific to each program, Microsoft Office, and more.

Students must be an active student or participating in the job placement program in order to access lab computers. Documents can be saved to student-acquired USB drives or documents can be attached to and sent through email. Students cannot save files onto computers in the labs. Any data saved on a lab computer will be deleted nightly or anytime the computer is restarted or turned off for any reason. Students must have their Student ID with them when using the computer lab. Children and visitors are not allowed in the computer lab at any time.

Computer Lab hours:

- ***Lancaster Campus:*** 8 AM – 9 PM M-Th and Friday's 8 AM – 4 PM. Exceptions will be when classes are in session in the computer lab.
- ***Ventura Campus:*** 8 AM – 9 PM M-Th and Friday's 8 AM – 4 PM. Exceptions will be when classes are in session in the computer lab.
- ***Moreno Valley Campus:*** 9 AM – 5 PM M-Th and Friday's 8 AM – 4 PM. Exceptions will be when classes are in session in the computer lab.

Virtual Library and Online Resources

CCI has a large online virtual library available and several other online resources to assist the student with their studies. You may access the virtual library and other online resources by visiting the following website:

Website:

<http://www.library.cengage.com/index.aspx>

Username:

careercareinst

Password:

cciedu

Financial Aid

Career Care Institute's Financial Aid Office strives to heighten awareness of financial aid opportunities and to ensure availability of financial aid for students that, without such assistance would be unable to pursue their educational goals. The Financial Aid Office is here to assist the student and graduates with any and all concerns and questions regarding Title IV grants and loans.

Disability Services

CCI's policy provides reasonable accommodations to students meeting the criteria established by the Americans with Disabilities Act. The Americans with Disabilities Act (ADA) definition of disability is adopted by the office of Student Services. The ADA defines an individual with a disability as a person who a) has a physical or mental impairment which substantially limits one or more of the person's major life activities, b) has documentation of such an impairment or c) is regarded as having such an impairment.

The Student Services Office (SSO) is the primary institutional office responsible for the coordination of services for students with disabilities. Information and/or services are available to prospective and enrolled students, their parents and/or sponsors.

CAREER SERVICES

Participation in CCI's Job Placement Program

A graduate may sign a waiver of job placement assistance if they choose not to participate. Graduates are encouraged to, investigate the job market themselves. A graduate may continue to utilize placement assistance services indefinitely, if they are cooperative with the Placement Office (e.g. providing current employment and contact information, job search activity information, etc.). CCI strongly recommends that all graduates hold current CPR or BLS certification, as most employers in the medical field require it. The submission of a resume to the Career Services Department before program completion is required from each student, a passing score of 75/100 allows the student file to continue toward completion.

Placement assistance includes: *assistance with resume writing, interviewing techniques, job search techniques and job referrals.*

All graduates are encouraged to participate in the placement assistance program.

Placement Assistance Disclaimer

Career Care Institute offers job placement assistance to all graduates at no additional cost. Although we cannot ethically make job placement promises or guarantees, the Placement Office will attempt to place every graduate. Graduates are reminded that naturally more employment opportunities exist in metropolitan areas than in rural areas

ACCESS TO STUDENT FILES AND INFORMATION

Students or a parent/guardian (if the student is a dependent minor) may have access to the student's files by contacting the Student Services Office for an appointment with the registrar. Records of attendance, financial and academic progress are maintained at the Main Campus. Copies may be provided with a minimal fee. No information regarding a student will be released without the prior written consent of the student or parent/guardian (if the student is a dependent minor) unless required to do so by a government agency. No information regarding a student's transcripts, diploma, or certificates will be released if financial status is not met. Active students are eligible to receive an unofficial transcript. Student records are maintained for five years with the exception of student academic transcripts that are maintained indefinitely.

Please see our Policy & Procedure disclosure by requesting a copy from the Front Office or by visiting Career Care Institute's website. <http://www.ccicolleges.edu/policiesandprocedures>

CPR OR BLS TRAINING

CCI does not offer CPR or BLS training as a separate course. However, CCI does offer this course as part of each program. No credits are awarded upon completion.

TRANSFER OF CREDITS

Transferability of Credits Earned at CCI

The transferability of credits you earn at Career Care Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in any of the programs offered by Career Care Institute is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is or is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CCI to determine if your certificate/degree will transfer.

CCI does accept credits from other similarly accredited institutions; however, each prospective student will be evaluated (e.g. transcripts and demonstrated lab skills) for eligibility and acceptance. Each prospect must meet with the Program Director and Dean of Academics for further consideration and acceptance. Career Care Institute has not entered into any credit transfer agreement with any college or university.

Transfer of Credit between Programs

All programs are independent and no transfer credits are available between programs. Students who choose to change their program of study at CCI may do so. However, students must first

meet satisfactory academic and attendance requirements, as well as meet all financial obligations at time of program change. Additionally, students who are on **any** disciplinary status (suspension and/or probation) will remain on such disciplinary status for the amount of time stated on their original disciplinary notice(s), or 30 days, whichever is longer.

Advanced Placement Policy/Experiential Learning

Prospective students that would like consideration for advanced placement (VN and LPXT program students only) will be required to provide documented evidence such as transcripts evidencing successful completion from an accredited institution recognized by the Department of Education. The information provided will be evaluated to determine your eligibility for advanced placement.

CCI does not offer credit for experiential learning.

According to Article 5, Section 2535 of the California Code of Regulations for Vocational Nursing Programs, Career Care Institute will grant transfer credit for related previous education courses completed within the last five years. Transcripts of previous education must be submitted.

Courses include:

- Accredited vocational or practical nursing courses
- Accredited registered nursing courses
- Accredited psychiatric technician courses
- Armed services nursing courses
- Certified nurse assistant courses
- Other courses the school determines are equivalent to courses in the program

Upon admission to the program students granted credit will be tested for competency including an evaluation of basic clinical skills and testing of didactic knowledge through comprehensive Level testing. If a student is found to be deficient in knowledge/skills, remediation will be required.

Competency-based credit will be granted for knowledge and/or skills acquired through experience when education courses have not been completed within the last five years. Transcripts of previous education must be submitted. Credit will be determined by written and/or practical examinations.

STUDENT INQUIRIES AND REQUESTS

To better assist students and to make sure students get their requests answered, students wishing to receive or confirm data from the Student Services Office (such as attendance, academic, externship hours, financial, etc.) or who would like to request a conference with administrative staff, may do so by completing the "Student Inquiry/Request Form." Should a student present an inquiry, in person or by phone, they will be instructed to complete a "Student Inquiry/Request Form." Students may receive a copy of this form by asking their instructor or by visiting the Student Services Office where the forms are available on a wall-mounted

box. The completed form may be submitted to the Student Services Office for a response. This form will ensure that student requests are addressed appropriately and in a timely manner. It will also provide a mechanism for follow-up of requests and monitoring of the staff responsiveness. Students who wish to have their requests or inquiries answered accurately and within a reasonable time frame are encouraged to use this form

STUDENT CONCERN AND COMPLAINT RESOLUTION

All students are required to follow the complaint resolution process and work with the institution to arrive to an amicable resolution. Students with school-related concerns or complaints (academic, nonacademic, involving college policies, services, employees, or other students) are required to follow the student complaint guidelines below for resolution of their problem or complaint. The first step is reviewing your student handbook. Your student handbook contains answers to many questions. The next step is asking the right person. It is equally important that students do not seek resolution from the wrong CCI staff or faculty member.

Where to Address your Concerns and Complaints

Explaining your problem to someone that does not have the responsibility, authority, or knowledge to take the appropriate action will only add frustration and even lead to further damage. If you are not sure, ask your instructor. Below are some examples as to who may assist you with your concerns/complaints and/or questions:

- For classroom concerns and complaints, a student should speak with the instructor first. Your instructor may refer you to the Student Services Director or Dean of Academics for further assistance and resolution.
- For academic concerns, complaints or questions, a student should visit the Student Services Office and address their concerns/complaints or questions to the Dean of Academics.
- For financial or Title IV concerns, complaints or questions, students may visit the Student Services Office and ask to speak with the Business Office and/or the Financial Aid Office.
- For enrollment concerns/complaints or questions, a student may visit the Admission's Office and ask to speak with an Admissions Advisor.
- For externship assistance, concerns, complaints, or questions, a student may sign-in to speak with the Externship Coordinator.
- For job placement concerns and complaints, a student may sign-in to speak with the Career Services Director.
- For general student services issues, such as books, uniforms, etc., please sign-in to speak with the Student Services Department.

How to Address your Concerns and Complaints

In the event the student has an initial concern, complaint, or experiences an unresolved matter with students, staff, or faculty,

the student is encouraged to visit the Student Services Office to obtain and complete a Student Complaint Form. The student will need to address the form to the appropriate CCI staff member. All initial complaints may be additionally addressed to the Student Services Director who will assist in facilitating final resolution of your complaint or concern. The student should receive confirmation of receipt of the form or of the request for a conference within 7 working days. For emergencies, or otherwise important educational issues that cannot wait to be addressed, the student may request to meet the Student Service Director during the student's visit to the Student Services Office. All student concerns and complaints are kept confidential, and following these guidelines will help keep your concerns and complaints private. Because student complaints and concerns are reviewed and considered on an individual basis, a student ***may not*** represent another student or group of students in regard to student complaints or concerns. Each student must follow the appropriate steps to get assistance with their complaint or concern. Students purporting to represent another student or group of students in regard to student complaints or concerns will be in direct violation of the student conduct guidelines and may be subject to disciplinary action including program exclusion.

Submitting your Concerns/Complaints

These guidelines are designed to bring a quick and appropriate resolution to student's concerns/complaints and keep to a minimum any disruption to the student's training in which the concern/complaint may present during the resolution process.

Academic Concerns/Complaints for all campuses may be addressed to the Campus Director and/or the Student Services Director. Should you need to have your concern or complaint reviewed and considered, please refer to the contact information below:

Lancaster – Assistant Campus Director

Yesenia Arevalo
43770 15th Street West, Suite 115
Lancaster, CA 93534
(661) 942-6204

Ventura – Branch Campus Director

Bill Hall
2151 Alessandro Dr., Suite 150
Ventura, CA 93001
(805) 477-0660

Moreno Valley – Branch Campus Director

Evelyn Orellana
22500 Town Circle, Suite 2205
Moreno Valley, CA 92553
(951) 214-6446

Lancaster Campus – Student Services Director

Leticia Diaz
43770 15th Street West, Suite 115
Lancaster, CA 93534
(661) 942-6204 Ext: 105

Ventura Campus – Student Services Department Staff

Jessica Thompson
2151 Alessandro Dr., Suite 150
Ventura, CA 93001
(805) 477-0660, Ext: 315

Moreno Valley Campus – Student Services Department Staff

Natalie Morales
22500 Town Circle, Suite 2205
Moreno Valley, CA 92553
(951) 214-6446, Ext: 201

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post-Secondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site at www.bppe.ca.gov; or, to the Council On Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, or by telephone: 770-396-3898/ 800-917-2081.

INSTITUTIONAL POLICIES

STUDENT RESPONSIBILITIES

The CCI student is responsible for:

1. Being aware of and abiding by institutional and classroom rules and policies. Institutional policies are available in the Student Handbook. The student is responsible for and has agreed to comply with all rules and regulations of the Institute as set forth in the Student Handbook and VN Guidelines. Students are also responsible for revisions and/or addendums as provided by the Institute.
2. Complete out-of-class assignments. The assignments include, but are not limited to reading, projects, research, case studies, ATI homework, presentations etc. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.
3. Not participating in nor conducting acts of academic dishonesty (i.e., cheating, plagiarism, etc.) (See [Academic Honor Code](#).)
4. Upholding the standards of academic performance established by each course in which they are enrolled.
5. Learning the content and demonstrating the competencies of any course of study in which they are enrolled. Students are expected to dedicate a minimum of 1-2 hours per day of study per class.
6. Maintaining the standard of classroom conduct deemed by the institution to be conducive to the learning process.
7. Complying with procedures regarding tardies, leaving early and absences as explained in the student handbook.
8. Reviewing academic progress periodically for completeness and accuracy.
9. Conducting themselves in an appropriate manner while on campus or while functioning as a representative of CCI at clinical or externship.
10. Adhering to and complying with the problem resolution process or student complaint procedures.
11. Keeping current with financial responsibilities. (See [Financial Information and Refund Policy](#))
12. Checking your CCI issued e-mail on a regular basis.

Students that violate the Student Responsibility will be subject to the Program Exclusion Policy. A Program Exclusion Notification may be issued for any 3 violations to the student responsibility policy during a module/level.

STUDENT CONDUCT POLICY

Students are expected to adhere to the highest of standards of scholarship and conduct with school personnel, other students, clients, and the public. Students must obey the law (local, state, and federal), show respect for properly constituted authority, maintain integrity in scholastic activities, and observe adult standards of conduct. See also ([Student Responsibilities](#).) Conduct that may result in disciplinary action includes conduct that interferes with the normal operations of the school, disruptive or

disorderly conduct, obscene actions and/or disrespect for the rights and privileges of others; misuse or damage of campus property, sexual harassment; and/or reckless driving or speeding in the campus parking lot (e.g. over 5 miles per hour). Additionally, those students whose conduct is in violation of those listed below may find themselves subject to the Program Exclusion Policy.

Extreme Conduct:

- Carrying a concealed or potentially dangerous weapon.
- Making threats to harm students, self, or the school
- Vandalism or destruction of school or campus property.
- Cheating (academic misconduct).
- Sexual Harassment misconduct.
- Shouting or yelling at an instructor, administrative staff or student; or any show of hostility towards an instructor, administrative staff or other student.
- Stealing school, patient/client or student property.
- Failure to abide by the rules and regulations of all clinical or externship sites.
- Entering the school classes while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Testing positive during any drug screening.
- Insubordination or refusing to follow the directions of administration or faculty.

Other Conduct Violations:

- Not wearing school uniform during school hours.
- Discussing explicit or inappropriate topics (i.e. sex, illegal drugs).
- Reckless driving or speeding in the campus parking lot.
- Excessively loud music in the parking lot or on campus.
- Failure to sign Student Advisement Notice.
- Voicing inappropriate negative personal opinions about a student, instructor, or administrative staff on campus.
- Demeaning or sarcastic comments towards other students, faculty, or administrative staff.
- Profanity spoken on school grounds and/or clinical externship sites.
- Disorderly conduct, which interferes with the learning process of any other student, the classroom presentation by the instructor or the progress of the class in general.
- Soliciting support for a personal agenda on campus.
- Making false statements to faculty or staff of a material fact.

Under extreme circumstances an instructor has the authority to dismiss the student from class until the Educational Committee has had the opportunity to review the incident which led to the student's dismissal from class.

SCHOOL DRESS CODE POLICY

Career Care Institute policy requires that students maintain the dress code for each day of training. These requirements are similar to policies and practices in the healthcare industry.

Following the dress code will help maintain a safe and clean environment. Students that violate school dress code will be subject to the Program Exclusion Policy.

Personal Hygiene Requirements:

- You must bathe daily and use unscented deodorants.
- Oral hygiene is to include brushing and flossing of teeth.
- Hair must be put up (off the shoulders) when in uniform, look neat and clean in appearance, and be free of ornamentation including ribbons, barrettes, beads, etc. Hair must be natural in appearance. No other colors will be allowed (red, blue, green, purple etc.)
- Only complimentary, conservative make-up should be worn. Heavy make-up including false eyelashes or bright eye shadow is inappropriate in the medical field and in-school training.
- Nails must be only fingertip length, as your hands must be kept clean for hygienic reasons. Acrylic nails, gel nail polish, and regular nail polish are not permitted.
- Male students must keep hair, mustaches, and beards trimmed and looking professional at all times.
- Extreme personal presentation of any type (e.g. body piercing, hair style, tattoos) is not allowed.

CCI Uniform Requirements:

- You are required to wear a clean, school uniform while in school. The uniform consists of school scrub top, pants and badge issued by Career Care Institute. Lab Coats must be worn while participating in lab procedures per OSHA guidelines.
- **The school uniform is required at all times whenever a student is on campus.** Partial compliance with the dress code policy will not be allowed at any time, whether the student is attending a scheduled class or not.
- Shoes must be white and leather or leather-like materials. No sandals or opened-toed shoes. White socks or hosiery must be worn per OSHA guidelines. Nursing students must wear white rubber soled shoes (nursing shoes).
- For all students, the only allowable undergarments that can be visible under your uniform top are white t-shirts or thermals. It may be long-sleeved.
- A white zippered or buttoned sweater or hoodie with no marking, logos, or designs may be worn over the uniform for warmth. CCI logo clothing may be worn on campus as part of the uniform. White CCI scrub tops and lab coats are designated clinical attire. Undergarments should not be visible below the hem of your uniform.

Accessories:

- Jewelry is not a part of the professional uniform, with the exception of a wedding ring and wristwatch.

- Earrings must be small studs, no hoops, and no more than one per ear.
- Nose rings, tongue rings, and other facial piercing must be removed while in class for safety and hygienic reasons. Ear spacers of any size are not allowed.

Students not in compliance with the above dress code may be sent home. If sent home, the student will be marked absent for the day and can be subject to disciplinary action up to and including Program Exclusion (See also [Student Responsibilities](#).) Vocational Nursing students are further governed by the Vocational Nursing Guidelines.

PERSONAL PROPERTY

All personal property including textbooks, tablets, cell phones, uniforms etc. purchased by the student are the sole responsibility of the student. The school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name. The Institute is not responsible for theft or damage that occurs to vehicles parked in the parking lot. Vehicles should always be locked to avoid theft. Lost items that are returned will be kept in the Student Service Office for 30 days.

ATTENDANCE POLICY

Career Care Institute believes that learning is comprehensive if the student attends all scheduled classes. It is expected that all students attend all scheduled classes and maintain satisfactory attendance and academic progress at all times. **Satisfactory attendance** is determined when a student is present in class in his or her assigned classroom, and has no more than one absence per module/level.

Attendance is recorded daily. Students failing to maintain satisfactory attendance are subject to a warning, in-school suspension and/or program exclusion. It is the responsibility of the student to telephone in advance to inform the school (e.g. Student Services Office) if he/she will be absent or late just as would be required of employees at any workplace although calling in won't excuse you from being absent or late.

Unsatisfactory attendance occurs when a student receives more than **one** absence in a module/level.

Medical Assistant, Dental Assistant, and Limited X-Ray Technician Attendance

Student's attendance will be monitored each module. Students are scheduled to attend classes according to the clock hours defined for each course of study. A student who receives one absence within a module will be subject to a warning. A student who receives two absences within a module will receive a final warning, and possible in school suspension. A student that receives three absences in a module will receive a Program Exclusion Notification (PEN). Program Exclusion Notifications may

result in termination (See [Program Exclusion Policy](#)). All missed hours resultant from absences must be made up as described in the "Make-up Policy".

- 1 absence in the module = Warning
- 2 absences in one module = Final Warning/In-school suspension
- 3 absences in one module = Program Exclusion Notice

Vocational Nursing

Vocational Nursing students attendance will be monitored closely each level. Vocational Nursing students that are absent at least one day on either clinical or theory will receive a warning. Attendance for clinical and theory will be monitored separately.

A student who receives one absence within a level will be subject to a warning. A student who receives two absences within a level will receive a final warning and possible in school suspension. A student that receives three absences in level will receive a Program Exclusion Notification (PEN). Program Exclusion Notifications may result in termination (See [Program Exclusion Policy](#).) All missed hours resultant from absences must be made up as described in the [Make-up Policy](#).

Theory Absences

- 1 absence = Warning
- 2 absences = Final warning
- 3 absences = Program Exclusion Notice

Clinical Absences

- 1 absence = Warning
- 2 absences = Final warning
- 3 absences = Program Exclusion Notice

Tardiness and Early Departure

Tardiness is a disruption of the learning environment for everyone and is highly discouraged. Students arriving more than 5 minutes late either at the start of class or upon returning from break will receive a tardy on their attendance record. Every three tardies will accumulate one additional absence on the student's attendance record. Returning from break late also counts as a tardy. Students arriving 15 minutes late will be marked absent and may be allowed to stay in class upon the instructor's discretion.

Students may not leave early. Students that leave early without authorization from their instructor are subject to disciplinary action. Instructor can allow a student to leave early in case of emergency but will mark the student absent for the day.

VN Attendance Recording

Students arriving to class are required to sign in. It is not the instructor/staff obligation to remind the student of the requirement. If signature is missing from the sign in sheet the student will receive an absence for the day. Absence will need to be made up. (See [Attendance Make-Up Policy](#).)

Attendance Make-up (All Programs)

To ensure students successfully complete their studies within the 150% timeframe, students are required to make up any absences prior to entering externship. Students will be required to attend make-up sessions for any absences accrued during each module/level. Student will have a total of 7 calendar days to make up any absences. Students who do not make up their absences within the required timeframe will receive an in school suspension.

Theory Hours

1. Instructor notes student's name and lecture content on the preprinted Attendance Remediation Packets.
2. Instructor will assign student the Attendance Remediation packet upon return to class. A student advisement will also be given with the student's signature acknowledging receipt.
3. Student must complete remediation packet to receive credit. The remediation packet may be done before or after class. Student may not use theory or clinical time to complete theory make up assignment.
4. Student submits hand-written assignment(s) to the assigned Instructor.
5. Instructor will submit hours to be recorded to Student Services.
6. Students have one week from the date of absence to complete and submit assignment.
7. If not submitted within one week of absence a Student Advisement will be given. The student will be given until the next morning to complete the assignment. Failure to submit required assignments will result in an in-school suspension. The in-school suspension will require the completion of the previous assignment(s) and additional remediation materials on campus. Any missed time resulting from the in-school suspension will have to be made up at later time.

Attendance Clinical Make-up

Clinical absences must be made up before entering the new level unless special arrangements have been made with the Director of Nurses and Campus Director. Clinical absence will be made up during make up week at the end of each level. A maximum of 4 clinical absences can be made up during clinical make up week. At the discretion of the school, students may be required to make up clinical absences prior to make up week.

Attendance Probation

Students that accumulate 3 absences in a module/level will be subjected to Show Cause (See [Program Exclusion Protocol](#)). If the appeal committee determines that the student is permitted to remain in the program, the student will be placed on attendance probation for a period of 30 days.

Student will be required to report to weekly scheduled appointments with the Student Services Office to discuss their progress. Failure to appear to weekly appointments is a violation of their probation and may result in termination from the program.

Students are notified of probationary status by the Student Services Office through the issuance of a Plan of Action to include the terms of the probation. A student on attendance probation must maintain perfect attendance for the length of the probation period. Failure to maintain perfect attendance during the probationary period on the category of the violation (theory or clinical) will receive an additional Program Exclusion Notification which may result in program termination.

Students issued an exclusion notification more than three times in any category will automatically be excluded from the program with no option for an appeal. Extenuating circumstance will be considered.

LEAVE OF ABSENCE

If an emergency situation arises and the student is unable to continue their education due to a medical condition, family tragedy, or military obligation, the school at its discretion may approve a leave of absence (LOA). The following criteria are required:

1. The student needs to complete a "Leave of Absence Request Form" located in the Student Service Office and state the reason for the requested leave prior to the expected LOA.
2. Requests **MUST** receive approval prior to the requested "Leave" date. Academics and Attendance will be considered prior to approving the Leave of Absence.
3. The reason for the request must provide enough assurance that the student will be able to return at the end of the LOA.
4. The student must return on the first day of a module/level unless they are currently attending externship.
5. One LOA may be granted during an enrollment period, and may not exceed 90 days. Extensions may be considered for those who demonstrate extenuating circumstances.
6. Students who take an unapproved leave of absence may find themselves subject to program exclusion.
7. Students who receive an approved leave of absence and do not return on the scheduled return date may be subject to Program Exclusion.
8. A student cannot request a leave of absence until they have been in the class for 60 calendar days unless an extenuating circumstance can be documented.

Administrative Leave of Absence

If there is an interruption in the student's schedule due to non-module/level availability for a period of at least four consecutive days and up to 105 days, the student will be placed on an

Administrative Leave of Absence (ALOA). The following qualify as valid circumstances:

1. Class consolidation
2. Curriculum alignment
3. Change in the student's class sequence

ACADEMIC POLICY

ACADEMIC HONOR CODE

Career Care Institute acknowledges the importance of honest academic behavior. The objective of the Academic Honor Code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and recognize the importance of being accountable for one's academic behavior.

An academic environment has expectations of both students and faculty. Academic honesty requires a shared commitment to the highest standards for learning.

Students have the responsibility to:

1. Be fully knowledgeable of the Academic Honor Code
2. Produce their own work
3. Encourage honesty among their fellow students

Faculty has the responsibility to:

1. Review classroom expectations of academic honesty
2. Inform the student directly about any charges of academic dishonesty
3. Refer students to the Program Director's Office in a consistently applied manner

Acts of academic dishonesty include:

- Cheating: Intentionally using or attempting to use unauthorized materials, information or study aids; use of any unauthorized assistance, resources, materials or electronic devices in taking quizzes, tests or examinations and the acquisition of a test or other academic material belonging to Career Care Institute.
- Plagiarism: The reproduction of ideas, words or statements of another person as one's own without acknowledgement, or use of an agency engaged in the selling of term papers or other academic materials.
- Unauthorized Collaboration: Intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor.
- Falsification and Fabrication: Intentional and unauthorized falsification or invention of any information or citation furnished to any college official, faculty member, or office.
- Facilitation of Academic Dishonesty: Permitting or attempting to help another to violate the academic honor code; alteration or sabotage of another student's work, such as tampering with laboratory experiments.

Academic Misconduct

Plagiarism and cheating are serious educational offences. If a classmate asks you to cheat or participate in plagiarism, you are to notify your instructor immediately. If you are found cheating or plagiarizing, you will be subject to the Program Exclusion Policy. (See also, Academic Honor Code)

Cheating, including plagiarism will result in an "F" grade for the assignment or test and may be grounds for dismissal from the Institute.

STUDENT AWARDS

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find that these awards can be a great asset when seeking employment.

Awards and Recognitions include, but not limited to:

- Academic Achievement
- Perfect Attendance
- Lamp Lighter Award (Mentor Recognition)
- Most Improved (Overall Academic Achievement)
- The Director's Award
- Valedictorian
- Salutatorian
- Student of the Month

If qualitative or quantitative measurements are below the minimum, the student will be placed on academic remediation. If the student is unable to reach the minimum requirement the student will be subject to the Program Exclusion Policy which may result in termination.

The Veterans Affairs Office will be notified of VA qualifying students not meeting Student Academic Progress.

TEST MAKE-UP POLICY

MEDICAL ASSISTANT, DENTAL ASSISTING, AND LIMITED X-RAY TECHNICIAN

Make-up/Re-take tests are permitted for the benefit of students. One of the objectives of CCI's policies is that students have a positive educational experience while here, which will in turn, spark students' desires to continue learning and adopt a lifestyle of ongoing educational activities. A student who may have been absent on the day of the test is permitted ONE make-up test per module. All make-up tests are administered only on Fridays between 9am – 2pm and supervised by an appointed staff/faculty. Exceptions may be made if the student provides a written request that expresses an extenuating circumstance(s) that would otherwise prevent them from being there on the approved day (Friday).

Requests will be reviewed by the Program Director. The deadline for taking make-up tests is no later than the following Friday from the day the test was originally given (i.e. one week).

Vocational Nursing Program

Vocational Nursing students are not permitted to make-up or re-take any quizzes. The DON can approve an exception if an extenuating circumstance can be documented (see VN Guidelines). VN students are permitted to make-up or re-take mid-terms and finals; however, the highest score achieved is recorded, and makeup exams are administered the next Theory day per the Instructor.

Exceptions may be made if the student provides a written request that expresses an extenuating circumstance(s) that would otherwise prevent them from being there on the approved day (Friday).

Requests will be reviewed by the Program Director. The deadline for taking make-up tests is no later than the following Friday from the day the test was originally given (i.e. one week).

VOCATIONAL NURSING GRADING POLICY

Grades are based on assignments, tests and cumulative examinations in each unit of learning. The minimum acceptable subject area grade is 75% for advancement in all levels (See [VN Guidelines](#).) Students in Level I that receive between a 70-74% in one category may continue to Level II, but will be issued a Program Exclusion Notification. Students may advance to Level II on academic probation (See [Program Exclusion Policy](#).)

Evaluation of student progress is based upon successful completion of theory and clinical objectives.

REMEDICATION REQUIREMENTS

A student who fails a quiz, midterm, or final will meet with instructor to identify a plan of action for remediation. At this time the instructor will provide a written plan of correction, improvement, or guidelines in a development plan with time frames for compliance. Students that do not adhere to the Remedial Development Plan may be subject to the Program Exclusion Policy. Students will be reevaluated for successful completion of remediation. Failure to meet to meet Satisfactory Academic Progress will be subject to the Program Exclusion Policy.

Please refer to the VN Guidelines for more detail regarding the grading policy.

CHALLENGING A GRADE POLICY

Grades are computed on the following basis:

A+ 97 - 100%	B+ 87 – 89.9%	C+ 76% – 79.9%
A 94 - 96.9%	B 83 – 86.9%	C 73% - 75.9%
A- 90 - 93.9%	B- 80 – 82.9%	C- 70% - 72.9%

Test scores or grades may be challenged for accuracy but the challenge must be initiated within one week of notice of the score or grade.

INCOMPLETE, WITHDRAWALS & EXPIRATION OF CREDIT

Incomplete academic work for unforeseeable emergencies and justifiable reasons at the end of the module/level may result in an incomplete grade being entered in a student's record.

- **Incomplete:** An incomplete grade will not count in the calculation of the overall grade point average. The student must make-up assignments and tests in order to achieve a grade prior to his/her scheduled graduation.
- **Failure:** A grade of less than 70% for Medical Assistant and Dental Assistant, or 77% for Limited X-Ray Technician will not be considered as successfully completed credits. A student earning below the minimum requirement must repeat and satisfactorily pass the module coursework prior to his/her graduation.
- **Withdrawal:** A grade of W (Withdrawal) will not be considered as successfully completed credits and will not count in the calculation of the overall grade point average.

A final grade will be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed. The incomplete grade will not be used in calculations to determine grade point average.

Students who withdraw from class will receive a notation of "W" indicating a withdrawal from a specific module/level. Students completing module/level requirements will receive the earned grade.

REPEAT POLICY

Vocational Nursing

If it is determined by the Institution that you are required to repeat any portion of your training, you must wait until the level is offered again within the program. Students that are repeating a level will be required to fill out an Administrative Leave of Absence to remain in good standing. You may qualify to repeat a maximum of **one time** per enrollment. Exceptions may be made for mitigating circumstances at the sole discretion of the Campus Director or

Program Director and will be determined on an individual basis. If you fail any level of your training and you are required to repeat, you will incur additional tuition costs for repeating that failed level in addition to the levels for which you have already been obligated to pay. The program must be completed within the 150% time frame.

Medical Assisting, Dental Assisting, Limited X-Ray Technician

If it is determined by the Institution that you are required to repeat any portion of your training, you must wait until the module/course is offered again within the program. Students that are repeating a module/course will be required to fill out an administrative Leave of Absence to remain in good standing. You may qualify to repeat a maximum of **two modules/courses** per enrollment; exceptions may be made for mitigating circumstances at the sole discretion of the campus director /program director and will be determined on an individual basis. If you fail any module/course of your training and you are required to repeat, you will incur additional tuition costs for repeating that failed level in addition to the levels for which you have already been obligated to pay. The program must be completed within the 150% time frame.

If you are enrolled in one of CCI's programs the Financial Aid office will provide you with a 'Repeat Financial Agreement' that is subject to the terms and conditions of the enrollment agreement that you signed upon enrollment, which will list current and new tuition charges.

RE-ENTRY POLICY

A student who has been voluntary or involuntary withdrawn and wishes to re-enter the Institute must contact the Admissions Office and make an appointment to review the student's file and begin the re-entry process. The student's file will be routed through the office before the student receives authorization to start classes. An application for readmission after termination/exclusion, whether for continuation in the original program or transfer to a new program, will be assessed on the basis of the equivalent admission requirements to gain entry to the program for the level of readmission. When a student has been approved to return, the student must sign a new enrollment agreement and meet with the Financial Aid Department. The student is subject to the current tuition rate on the new enrollment agreement, the current catalog policies and procedures, and current program guidelines. A re-entry fee will not be charged to the student.

Students wishing to re-enter after dropping or getting a termination notice may be required to appeal with the Student Services Office. The student will be required to submit a letter that asks the Institute to consider allowing them back into the program. The letter must state in writing the reason why the minimum requirements were not met in the prior enrollment, explain any extenuating circumstances, and steps the student has taken to resolve them. Students that were terminated due to academics will

be required to submit a plan of study. The Student Services Office will interview the student and review the student's appeal, academic record, and financial aid before making a determination. The Student Service Office contacts the student as to the appeal decision in writing and via email.

Applicants who wish to appeal against a decision when their re-entry has not been approved should address their complaint to the Campus Director. The relevant staff member will review the case and provide the complainant with the reason for the denial.

CLASSROOM POLICIES

- Abide by the [Student Responsibility Policy](#)
- Abide by the [Student Conduct Policy](#)
- Abide by the [Dress Code Policy](#)
- Abide by the [Sexual Harassment Policy](#)
- Food and drink items *are not allowed* in the classroom or laboratories. Chewing gum is not allowed.
- Mobile phones *may not be used* during classroom sessions. The audible notification-of-call (i.e. ringing or beeping) must be de-activated for the classroom session.
- Students *may not* leave the regular classroom session to use phones. Exceptions will be in cases of emergency.

Students that violate classroom policies will be subject to the Program Exclusion Policy.

ADMINISTRATIVE OFFICE POLICIES

- All students are to enter the administrative office with a CCI employee escort or administrative authorization.
- Student use of the copier, telephone, or other office equipment is prohibited.
- Except for clear medical emergencies, the Student Services Office is not permitted to take telephone messages for students that are in class.
- The break room will be emptied every night and any contents will be discarded.
- Students should not obstruct the entrances to other offices or the common areas, including walkways, stairways, or building entrances by congregating.
- Students are not allowed to have visitors or children on campus during school hours.
- Students should also be considerate of other tenants by keeping their noise levels at a professional tone.

STUDENT SEXUAL HARASSEMENT POLICY

Career Care Institute is committed to providing a school environment that ensures the equality, dignity, and respect of every student. In keeping with this commitment, CCI strictly prohibits discriminatory practices, including sexual harassment, and will not deny or limit the ability of any student to participate in, or benefit from, any CCI school program on the basis of sex. Sexual harassment whether verbal, physical, or environmental is

unacceptable and will not be tolerated, whether it occurs on school grounds or at outside school-sponsored activities. This policy applies to all CCI's employees and students. All CCI employees have a duty to ensure that no student is subjected to sexual harassment and to help maintain a school environment free of such harassment. Students that violate the Sexual Harassment Policy will be subject to the Program Exclusion Policy.

- I. **Definition of Sexual Harassment:** Sexual harassment is unwelcome conduct of a sexual nature. Conduct is unwelcome if the student did not request or invite it and/or regarded the conduct as undesirable or offensive. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.
 - A. **Quid Pro Quo.** The type of harassment traditionally referred to as quid pro quo harassment occurs if a teacher or other employee conditions an educational decision or benefit on the student's submission to unwelcome sexual conduct. Whether the student resists and suffers the threatened harm or submits and avoids the threatened harm, the student has been treated differently, or the student's ability to participate in or benefit from the school's program has been denied or limited, on the basis of sex in violation of Title IX.
 - B. **Hostile Environment.** By contrast, sexual harassment can include actions that do not explicitly or implicitly condition a decision or benefit on submission to sexual conduct. Harassment of this type is generally referred to as hostile environment harassment. This type of harassing conduct requires a further assessment of whether or not the conduct is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program based on sex.
 - C. **Retaliation.** Retaliation is another form of discrimination that occurs when an individual who files a complaint, or those who support the individual in filing the complaint or who are witnesses in the investigation, are treated negatively because of their participation in the complaint process. A retaliation claim can stand on its own, even if the underlying claim is unsubstantiated.
 - D. **Who Can Be Involved?** Teachers and other employees can engage in harassment. Students

and third parties are not generally given responsibility over other students and, thus, generally can only engage in hostile environment harassment. Harassment can be peer to peer, teacher (or employee) to student or third party to student, (e.g., where an independent contractor or member of the public engages in harassment on school grounds or at a school-sponsored event).

II. **Prohibited Conduct and Behavior:** Any conduct by an employee, student, or third party that can deny or limit the ability of another student (of the same or opposite sex) to participate in, or to receive the benefits, services, or opportunities of any CCI school program on the basis of sex is prohibited and will not be tolerated. This includes any circumstance where:

- An educational decision or benefit is conditioned on a student's submission to unwelcome sexual conduct;
- A student's submission to, or rejection of, unwelcome sexual conduct is used to deny the student the ability to participate in or benefit from any school program;
- The conduct has the purpose or effect of unreasonably interfering with, denying or limiting a student's ability to participate in or benefit from any school program;
- The conduct alters a student's educational environment to the degree that it adversely affects the student's ability to participate in or benefit from any school program whether or not that student is the target of the harassment;
- The sex-based conduct is sustained and nontrivial;
- There is a pattern and practice of sex-based harassment;
- A teacher, administrator or other person in a position of authority engages in sex-based harassment of a student; or
- One student or a group of students engages in sex-based harassment of another student or students.

In addition, the following behaviors are *strictly prohibited*:

- unwelcome sexual flirtations, advances or propositions;
- derogatory, vulgar, or graphic written or oral statements regarding one's sexuality, gender or sexual experience;

- unnecessary touching, patting, pinching or attention to an individual's body;
- physical assault;
- unwanted sexual compliments, innuendoes, suggestions or jokes; and
- Display of sexually suggestive pictures or objects.

III. Sexual Harassment Training

Students and staff shall receive annual training on this Student Sexual Harassment Policy at the beginning of each school year from a designated teacher. The training will also include information on when, how, where and to whom to report and grieve incidents of sexual harassment. In addition, teachers will receive biannual training on sexual harassment. The Title IX will keep a record of every teacher and student who attended these training sessions by name and date.

IV. Sexual Harassment Grievance Procedures

- A. **How to File a Complaint.** All complaints of suspected, observed, or experienced sexual harassment shall be reported and filed immediately with the Campus Director who serves as the Title IX Coordinator. A Complaint may be verbal or written and need not be on a particular form. Any teacher or employee of the school who either reasonably believes a student has been harassed based on sex or who receives a complaint or notice of harassment, must immediately report the alleged behavior or notice to the Title IX coordinator. Failure to comply with this Policy shall be grounds for disciplinary action, up to and including program exclusion.
- B. **Initial Review of Allegations.** Within 2 school days of receipt of information of a complaint of sexual harassment, the Title IX Coordinator will discuss the alleged harassment with the complainant and the actions the complainant is seeking in response to the harassment. If a school employee has directly observed sexual harassment of a student, the Title IX Coordinator shall immediately contact the student who was harassed and explain that the school is responsible for taking steps to correct the harassment, and discuss the harassment and desired actions with the student.
- C. **The Investigation.**
1. **In General.** Every instance of sexual harassment of which the school has notice shall be promptly investigated by the Title IX Coordinator and may be reported to the local police department for independent investigation depending upon the

nature, frequency, and severity of the alleged harassment. If deemed appropriate based on the circumstances, the Title IX Coordinator may take interim measures during the investigation to protect the alleged victim of harassment including, but not limited to, segregating the alleged harasser from the alleged victim, placing the alleged harasser on paid leave, etc. Responsive measures will be designed to minimize, as much as possible, the burden on the alleged victim. Whenever possible, the alleged victim shall not be removed from class or an activity, and the alleged harasser will be separated from the alleged victim, and if appropriate, other students. The investigation will be grounded in reasonableness and the school will have flexibility to determine appropriate responses. In every instance, the Title IX Coordinator shall maintain on-going contact with the Complainant throughout the course of the investigation.

2. **Limited Confidentiality.** The Title IX Coordinator will make every effort to keep the investigation and the parties thereto, including witnesses, confidential, except as necessary to carry out the investigation.

3. **Factors for Consideration.** Factors that may be considered during the investigation include the following:

- *The degree to which the conduct affected one or more students' education.* A hostile environment can occur even if the harassment is not targeted specifically at the individual complainant. For example, if a student, group of students, or a teacher regularly directs sexual comments toward a particular student, a hostile environment may be created not only for the targeted student, but also for others who witness the conduct.
- *The type, frequency, and duration of the conduct.* The more severe the conduct, the less the need to show a repetitive series of incidents; this is particularly true if the harassment is physical. A single or isolated incident of sexual harassment may, if sufficiently severe, create a hostile environment.
- *The identity of, and relationship between, the alleged harasser and the subject or subjects of the harassment.* For example, due to the power a teacher has over a student, sexually-based conduct by a teacher toward a

student is more likely to create a hostile environment than similar conduct by another student.

- *The number of individuals involved.* Sexual harassment may be committed by an individual or a group.
- *The age and sex of the alleged harasser and the subject or subjects of the harassment.* For example, in the case of younger students, sexually-harassing conduct is more likely to be intimidating if coming from an older student.
- *The size of the school, location of the incidents, and context in which they occurred.* Harassing conduct occurring on a school bus may be more intimidating than similar conduct on a school playground because the restricted area makes it impossible for students to avoid their harassers.
- *Other incidents at the school.* A series of incidents at the school, not involving the same students, could, if taken together, create a hostile environment, even if each incident by itself would not create a hostile environment.
- *Incidents of gender-based, nonsexual harassment.* Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, which do not involve sexual activity or language, can be considered in combination with incidents of sexual harassment to determine if the incidents of harassment create a sexually hostile environment.

D. Relevant Information for Investigation. The Title IX Coordinator may collect and consider the following types of information:

- Statements by any witnesses to the alleged incident;
- Evidence about the relative credibility of the allegedly harassed student and the alleged harasser;
- Evidence that the alleged harasser has been found to have harassed others;
- Evidence that the allegedly harassed student has made false allegations against other individuals;
- Evidence of the allegedly harassed student's reaction or behavior after the alleged harassment;
- Evidence as to whether the student claiming harassment filed a complaint or took other action

- to protest the conduct soon after the alleged incident occurred; and
- Other contemporaneous evidence of the harassment (e.g., reporting conduct to parents, friends, etc.)

V. **Report and Communication of Finding and Recommendations to Parties.** Within 10 school days or, as soon thereafter as practicable based on all of the facts and circumstances, the Title IX Coordinator will provide written notice of his/her findings to the complainant and accused harasser ("Parties"). The findings will include, but not be limited to, whether the allegations of sexual harassment were substantiated, and, if so, the disciplinary and remedial measures recommended to address/remedy the substantiated sexual harassment claims.

If the Title IX Coordinator determines that the sexual harassment claim is substantiated, he/she will recommend immediate action to end the harassment and prevent its recurrence. The recommended action will depend upon the degree of control the school has over the harasser and the nature, frequency and severity of the substantiated sexual harassment. In all instances, the Title IX Coordinator shall follow-up and communicates with the Complainant at the conclusion of the investigation. The recommended action could include a verbal warning, written reprimand, a no-contact requirement, short-term or long-term suspension, or Program Exclusion, consistent with the CCI School Disciplinary Code.

- If the harasser is another student or students, the Title IX Coordinator will recommend discipline commensurate with the substantiated violation, up to and including immediate termination.
- If the harasser is a third party over which the school has some control, such as an independent contractor working for the school, the Title IX Coordinator may recommend immediate termination of the relationship and steps to prohibit entry on school grounds or at school-sponsored activities.

VI. **Title IX Coordinator Implements Final Findings and Recommendations.** On the first school day following expiration of the appeal period (or a decision on appeal), the Title IX Coordinator will implement the final findings and recommendations.

VII. **Prohibition against Retaliation.** The school will not tolerate discrimination or retaliation against any student who files a good-faith sexual harassment complaint, even if the investigation produces insufficient evidence to support the complaint or if the allegations cannot be substantiated. Likewise, the school will not tolerate discrimination or retaliation against any individual who participates in the investigation of a sexual harassment complaint. Any perceived retaliation should be immediately reported to the Title IX Coordinator for investigation.

CCI will take all steps that are necessary to ensure strict enforcement of this Sexual Harassment Policy.

DRUG POLICY

DRUG-FREE CAMPUS AND WORKPLACE POLICY STATEMENT

Anti-Drug Abuse Certification for Federal Financial Aid Recipients: Beginning with the 1989-90 award year, students must certify compliance with the Omnibus Drug Initiative Act of 1988. As a grant recipient from a federal program, a student who wishes to receive a Pell Grant is required to certify that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity in connection with the grant. (Not that the act gives courts the authority to suspend eligibility for federal student aid when sentencing an individual convicted of possession or distribution of a controlled substance.)

Also under the Omnibus Drug Initiative Act, schools which receive campus-based funds will be required to certify that they will provide a drug-free workplace. As part of the omnibus drug legislation, this statute requires contractors and grantees of federal agencies to certify that they will provide drug-free workplaces. Making the required certification is a pre-condition for receiving a contract or grant from a federal agency. Federal grant recipients who fail to comply with the 1988 Drug-Free Workplace Act could be suspended or barred from receiving federal funds for up to five years.

There are two provisions of this law that affect you directly:

1. We are required to give each employee and student a written statement of our policy concerning drug and alcohol use in the workplace and specify the actions that will be taken against employees or students for violation of such prohibition.
2. Under this law, you must abide by the terms of this policy and notify us of any criminal drug statute conviction for a violation which occurs in our workplace no later than five days after the conviction.

The problems caused by substance abuse have now reached epidemic proportions, creating overwhelming pain, suffering, and expense for individuals, their families, and employers. Anyone suffering with the problem of substance abuse is strongly encouraged to seek assistance from the services provided at work or from local community agencies.

Career Care Institute is committed to providing a campus environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. In order to promote a safe and efficient educational as well as work environment, the Drug-Free Campus and Workplace Policy Statement have been adopted to supplement existing school policies, practices, and procedures. Implementation of this policy statement is subject to restrictions contained in all local, state, and federal laws. This policy statement is in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. Students may be required to submit to random, for-cause, or post-accident drug testing.

STANDARDS OF CONDUCT: The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol by students or employees is prohibited at any time on any school property or at any school activity. No employee who is impaired by an illegal drug or by alcohol will report to work or will work or be present in the workplace. No student who is impaired by illegal drugs or alcohol will attend classes or any school activity.

DISCIPLINARY SANCTION: The school will impose sanctions (consistent with local, state, and Federal Law) upon all employees and students who violate these standards of conduct. Such sanction may include but are not limited to: referral for prosecution, probation, suspension or expulsion of students; denial of Federal benefits such as student loans; suspension or termination of employees.

TYPES OF DRUGS & POSSIBLE EFFECTS

Alcohol: Alcohol is a powerful depressant. Alcohol use decreases alertness and inhibition. Accidents and/or risky behaviors occur with negative consequences to health such as disease transmission. Long-term, heavy drinking is linked to cancer, gastrointestinal problems, heart and liver damage, birth defects, and psychological dependence develop.

Tobacco: Tobacco use in the form of cigarette smoking is linked to emphysema, lung cancer, heart disease, and other illnesses. Physical and psychological dependence can develop. Smokeless tobacco use leads to cancer of the head and neck areas. Passive smoking increases upper respiratory illness. **Due to the risk of smoking, all Career Care Institute campuses are smoke-free.**

Anabolic Steroids: Anabolic Steroids may produce behavior effects including aggressiveness, irritability, impaired judgment,

impulsiveness, mania, and paranoid delusion. Sexual functioning is frequently impaired. Serious health problems include liver and heart disease, cancer, and death.

Stimulants: Stimulants increase the action of the central nervous system. Amphetamines (uppers) and methamphetamine (ice) causes hallucinations. Tolerance as well as psychological and physical dependence develops. A continued high dose causes heart problems, malnutrition, and death.

Cocaine or Crack: Cocaine or crack use causes confusion, depression, and hallucinations. Tolerance and physical dependence develop. Effects are unpredictable; convulsion, coma, cardiac arrest, and death are possible. Nasal membranes may be destroyed. Smoking causes lesion in the lungs. Brain damage may occur.

Phencyclidine (PCP): Phencyclidine causes depression, hallucinations, confusion, and irrational behavior. Tolerance develops. Overdoses cause convulsion, coma, and death.

Depressants: Depressants relax the central nervous system. Barbiturates, tranquilizers, and methaqualone may cause confusion and loss of coordination. Tolerance as well as physical and psychological dependence develops. Overdoses cause coma and death. Overdoses taken in combination or with alcohol are especially dangerous due to their combined effects.

Cannabis: Cannabis alters mood and perception. Marijuana may cause confusion and loss of coordination. Long-term use leads to tolerance and psychological dependence. Users frequently begin using other drugs. Long-term use causes damage to lung tissue and other illnesses.

Hallucinogens: Hallucinogens temporarily distort reality. Lysergic Acid Diethylamine (LSD) causes hallucinations and panic. Effects may recur ("flashback") even after use is discontinued. Tolerance and psychological dependence develop. Birth defects occur in user's children.

Mescaline, Ecstasy, and other "Designer Drugs": "Designer Drugs" cause anxiety, depression, paranoia, illusion, and hallucination. Impaired perception occurs. Irreversible brain damage may occur.

Narcotics: Narcotics lower perception of pain. Heroin, morphine, codeine, and opium cause lethargy, apathy, loss of judgment and self-control. Tolerance as well as physical and psychological dependence develops. Overdoses cause convulsions, coma and death. Risks of use include malnutrition, hepatitis, and AIDS.

Deliriant: Deliriant cause mental confusion. Aerosol products, lighter fluid, paint thinner, amyl nitrate and glue cause loss of bowel and bladder control, confusion, and hallucinations. Overdoses cause convulsions, cardiac arrest, and death.

Psychological dependence develops. Permanent damage to lungs, brain, liver and immune system may occur.

LEGAL SANCTIONS

California Laws: No person may sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under age 21 or to any obviously intoxicated person. No person under age 21 may purchase alcoholic beverages or possess alcoholic beverages on any street or highway or in any place open to public view. It is illegal to sell alcohol without a valid liquor license or permit. It is unlawful for any person to drink while driving, to have an open container of alcohol in a moving vehicle, or for adults to drive with a blood alcohol content (BAC) of 0.08% or higher. Drivers under age 21 are prohibited from operating a motor vehicle if they have a BAC of 0.01% or greater. It is also illegal to operate a bicycle, water vessel, water ski, or aquaplane while intoxicated.

Penalties for a first drunk-driving offense include attending a 3-month alcohol/drug program, fines up to \$1,000 plus administrative costs up to one year in jail, and driver's license suspension up to one year. Second offenses are punishable by fines up to \$5,000, imprisonment up to one year, driver's license revocation for three years, and a required drug/alcohol program of up to 30 months. Third and fourth offenses carry similar sanctions, plus three- to five-year revocations of driver's license. Driving privileges are suspended for one year for refusing to submit to a blood alcohol content test, for two years if there is a prior offense within seven years, and for three years with three or more offenses within seven years.

Under California law, first offenses involving the sale or possession for sale of amphetamines, barbiturates, codeine, cocaine, Demerol, heroin, LSD, Mescaline, Methadone, Methamphetamine, morphine, PCP peyote, Quaalude, psilocybin, or over one ounce of marijuana are felonies punished by imprisonment in the state prison. Marijuana of less than one ounce is a misdemeanor punishable by six months to one year in the county jail. Manufacture of illegal drugs will result in more severe prison terms and fines. Penalties are severe for offenses involving manufacture or distribution of illegal drugs by convicted felons and for distribution within 1,000 feet of a school or university, including distribution near recreational facilities, to anyone under 18, or to someone in prison. Personal property used in drug transactions is subject to seizure. The mere possession of most of these drugs is a felony carrying severe prison sentences.

RESOURCES

24-Hour Alcohol and Drug Referral Network: 888-304-9797 Alcohol/Drug Treatment Referral: 800-454-8966 Alcoholics Anonymous: 661-945-5757 **Cocaine Anonymous of San Fernando Valley Support Hotline: 818-760-8402 National Referral 800-347-8998, National Council on Alcoholism & Drug Dependence: 800-**

622-2255, Center for Substance Abuse Treatment and Referral hotline: 800-662-HELP Center for Substance Abuse Prevention Hotline: 800-967-5752.

Resources are also available for students through Student Services.

EXTERNSHIP POLICY

EXTERNSHIP POLICY

PROGRAMS: MEDICAL ASSISTING, DENTAL ASSISTING AND LIMITED X-RAY TECHNICIANS

No amount of classroom instruction can replace the experience of working in a healthcare facility. The extern will work in the capacity of entry-level personnel in the field of their training. Externs are not paid workers. Externship is a **required** part of your training at CCI and takes place in the last phase or module of training after the last classroom day (e.g. the Monday following the last classroom day). Externs are afforded the opportunity to apply their acquired knowledge and training in real work situations and gain valuable experience in exchange for providing the externship affiliate with trained, readily available staff at no cost. The Vocational Nursing program does not have an externship program; however, Vocational Nurses undergo required training at various clinical training sites during their studies.

Students entering externship must undergo a mandatory externship meeting where they will receive more information concerning requirements of externship and agree to them. Students that do not attend the externship meeting when scheduled automatically waive priority placement opportunities and may be placed on student conduct probation. Students must contact the Externship Coordinator if unable to attend due to unforeseen circumstances.

Student Extern Requirements and Guidelines

The student is expected to approach externship as if it is a job and exhibit adequate skill, responsibility, initiative and independence. As such, the same level of commitment and responsibility afforded to a paid work place is expected and required when attending your externship site(s). This includes but is not limited to:

- The required use of school issued scrubs.
- Current TB skin test results on file prior to entering the externship program.
- Arriving on-time, and timely notification if you are not able to attend your clinical site.
- Professional personal grooming appropriate to the medical field.
- No personal phone calls made at any externship site, unless your supervisor has given you permission
- Professional language and behavior must be used at all times. The use of foul, disrespectful and inappropriate language and behavior will not be tolerated.

The attendance rules concerning classroom hours also apply to your externship. If you participate in any illegal activity, you will be dismissed from the program. If you are unable to go to your extern site, you must call your supervisor at the extern site and the Externship Coordinator. Failure to provide ample and adequate

notice may result in adverse disciplinary action (e.g. suspension and/or Program Exclusion).

Required Timeframe to Complete the Externship Program

The maximum time frame that a student has to complete the entire program is 150% of the regular length of the program. Students that do not complete externship within the maximum time frame of a program will not receive a certificate of completion.

Required Hours and Time Cards

All students must complete the required hours of externship according to the program of enrollment. Any missed hours due to absences must be made up on campus before the student is eligible to attend externship. Externship hours can be earned only at CCI approved externship facilities.

All students entering externship are required to complete a minimum of 24 hours per week, except for the Limited Permit X-ray program that requires a minimum of 34 hours per week. Students failing to maintain the minimum required externship hours may be subject to Program Exclusion Policy. Students are required to turn in a time card on a weekly basis. The time card must be signed off by the on-site supervisor in order to receive credit for the completed hours. Time cards that are not signed will not be accepted. Forgery or falsification of time sheet hours will result in your dismissal from the program. Students that do not submit a weekly time card are considered absent without leave and are subject to the Program Exclusion Policy.

Externship Site Placement and Availability

Students will be required to interview with a supervisor at the externship site before being accepted. Employers may choose to accept or not accept the extern. Externs will be placed at a health or medical facility such as a hospital, physician's office, chiropractor's office, or dental office related to the field of study. In certain cases, the Placement Office will assign an alternate externship site for those not accepted on initial interview. Students will be scheduled for an externship interview usually with two weeks' notice. The interview will take place at least one week before the scheduled start date. Placement location depends on site availability and schedules; most facilities accept externs only during regular day-shift hours. A student may be required to travel to an externship site up to **60 miles** from the campus. Once placed, externs may not change sites.

The employer may offer to hire the extern at completion of externship if the extern is found suitable for the position. CCI currently has approved sites in various locations in and around the Antelope Valley. In Ventura, Moreno Valley, and the surrounding areas, the Externship office assigns students to available approved sites. Those with a severe hardship regarding externship placement may contact the externship office. Students enrolling in

night classes are reminded that they will be required to complete externship during regular day-shift hours.

Refusal and Dismissal from Assigned Externship Site

Students that decline any assigned externship site or appointment, or are dismissed by their host may be responsible for their own externship placement at an alternate site. The alternate site must be approved prior to attending the extern facility. Violation of the Externship Program Policy may result in Program Exclusion Notification.

Successful Completion of the Externship Program

Throughout the student's externship experience, the student will receive regular evaluations of their performance. Upon completion of the student's required hours, the student will be given a final evaluation by an appointed staff member from the externship site(s) attended. The extern must receive a satisfactory evaluation to successfully complete externship; students who do not fulfill externship requirements will not be eligible to receive their certificate. A student may forfeit Title IV eligibility if the student does not document at least half time attendance.

If you have any questions concerning these guidelines or your externship you must contact the Externship Coordinator in accordance with problem resolution guidelines. ([See Student Concern and Complaint Resolution.](#))

DISCIPLINARY PROCEDURES

DISCIPLINARY ACTIONS

Disciplinary actions may be taken against a student found in violation of school policy. These actions include: Warning, Final Warning, Suspension, In-school Suspension, and Program Exclusion/Termination (See Program Exclusion Policy.) The determinant is the severity of the infraction. Suspension or Program Exclusion may result from multiple attendance infractions, student misconduct, or breach of financial contract. The following will provide a general description of disciplinary actions.

In-school Suspension: Issued to students that have violated the attendance or ATI policy. Within the suspension time period, the school is released from responsibility for providing instruction to the student, but the student is not released from any financial or academic requirements. As a result, in order to continue with the program, all assignments and missed tests and hours resultant from suspension must be made up according to the make-up policy upon student's return to school (see [Make-Up Policy](#)).

Immediate Dismissal: An instructor or staff member may dismiss a student from class or campus for reasons that may include but are not limited to: continued violation of classroom rules, disorderly conduct, leaving class early without adequate reason or notification, not returning to class from breaks or excused rest periods, academic misconduct, or as instructed by administration. Security may be notified to assist in escorting the student safely off campus. As a result, the Student Services Office will be notified of the incident and action will be taken in a timely manner depending on the severity of the infraction. A student will receive notice of any further action taken.

Termination: A student may be terminated from the program when the school cancels the student's enrollment and discontinues the student's training. Termination may result from continued violation of school policy, failure to improve during probation, failure to maintain terms of probation, student misconduct, willful student conduct violations, and failure to return after suspension or 8 days of consecutive absences.

Program Exclusion Policy

A Program Exclusion Notification occurs when a student violates Career Care Institute's student policy. The student will be referred to an "Appeal to Show Cause" hearing with an appeals committee to determine the student's status and ability to continue in the program. The findings of the hearing will be evaluated and may result in Program Exclusion or termination from continuing in the program. The four violation categories include: attendance, academic, financial, and conduct.

Appeals Committee

The Appeals Committee exists to assist in bringing a fair resolution to student academic and conduct disputes when needed (e.g. student appeals). However, the committee's primary function is to review, consider, and take fair and conducive disciplinary action against students whose infractions result in dismissal, suspension and/or Program Exclusion for violating the student conduct policy, Academic Policies, Student Attendance, and Financial responsibilities. This includes students who are dismissed by the instructor from class for disorderly conduct, and/or refusal to follow instruction from CCI personnel. The committee is comprised of three members: Students Services Director and two Committee appointed staff members.

Appeal to Show Cause:

Appeal to Show Cause is the process that allows students to appeal against exclusion/termination and to justify why they should be permitted to remain in the program.

The exclusion process consists of a request, called a Show Cause Order, issued to the student to appear in front of a committee to appeal the Exclusion Notice and show good cause as to why this action should not be put into effect by the school administration. The student will state, in writing, why the minimum requirements were not met, explain any extenuating circumstances resulting in Exclusion, and provide steps to improve future performance. The student must be present the first Friday following receipt of the Exclusion Notice. Students unable to attend the Show Cause hearing must contact Student Services before the scheduled hearing. The student must notify Student Services of the reason they will be absent and bring supporting documentation by no later than 5 PM of the following Monday. A new appeal date must be set by no later than 7 days from the first scheduled hearing. If a student does not call or make arrangements with Student Services, the student may be terminated. Failure to appear may result in program termination unless the student first provides written proof of extenuating circumstances (See [Extenuating Circumstances](#).)

Students will be allowed to attend regular class schedule during the Appeal to Show Cause process with the exception of when the circumstances could jeopardize the safety of other students, instructors, a clinical site, or the student is experiencing extreme academic failure.

The student will be allowed a maximum of three exclusion notifications per enrollment, regardless of the period of time or cause of action.

Proof of Extenuating Circumstances

An extenuating circumstance occurs when the student is prevented from attending regular scheduled class. The reason for

the absence is beyond the student's control; the student could not have planned for it, and it is a circumstance that will not likely be repeated.

Absences due to an extenuating circumstance will be considered during the appeal hearing. The student must bring verifiable documentation and must meet one of the following criteria:

1. Death of immediate family member.
2. Medical emergency of the student or immediate family member.
3. Military duty.
4. Unexpected and severe life conditions which require a brief period of adjustment (i.e. loss of housing, loss of employment).
5. Mandatory court appearances.

The student is allowed a maximum of three exclusion notifications per program; however the committee may eliminate a show cause from the student record if an extenuating circumstance was valid.

Students Allowed to Continue Program on Probation

Upon establishment of good cause by the committee, the student will be allowed to continue in the program. A Plan of Action letter will be drafted by the Student Services Officer and approved by both the Program Director and Campus Director. The Plan of Action will include all the requirements needed for the student to successfully continue in the program. Failure to abide by the plan of action will result in termination. The student will be granted a 30 day probationary period where the student must demonstrate evidence of improvement.

Student will also be required to report to weekly scheduled appointments with the Student Services Officer to discuss their progress during the probationary period. Failure to appear to weekly appointments is a violation of their probation and may result in termination from the program.

Students Allowed to Continue Program but Must Repeat the Entire or a Partial Module/Level

In some cases, the student will not be able to continue in the current level/module due to academic failure or incomplete academic work. The student may be allowed to repeat the entire level/module or a portion of the level/module. Student's Action Plan will indicate specifically what needs to be repeated, the conditions of repeating, additional work needed, a request for a Leave of Absence filled out, and a timeframe in which it needs to be completed.

Student Not Allowed to Continue in the Program

If the Appeals Committee determines that the student is not able to continue with their program, a final termination letter will be sent

for review and approval to both the Program Director and Campus Director. The final termination letter will then be given to the student no later than three days after the committee adjourns.

Invalid Program Exclusion Notifications

If the exclusion is determined not to be valid, the exclusion notice will be removed from the student's file upon recommendation by the Campus Director.

Removing Program Exclusions from Student's Record

Program Exclusion Notifications (PEN) may be removed from the student's record when the student repeats a level. Students that earned PENs in the same level/module that the student is repeating will be removed from the student's record if the PENs are based on attendance, academics, or financial infractions. Conduct PENs may be removed if the infraction was considered minor. The Campus Director will review prior conduct violations and decide if the PEN will remain in the student's record or if it will be removed. The School Director will obtain feedback from Program Director, instructors, and Student Services to reach a determination.

Types of Probationary Discipline

Attendance Probation

Students that accumulate 3 absences in a module/level will be subjected to show cause (See [Program Exclusion Policy](#).) If the appeal committee determines that the student is permitted to remain in the program the student will be placed on attendance probation for a period of 30 days.

Student will be required to report to weekly scheduled appointments with the Student Services Officer to discuss their progress. Failure to appear to weekly appointments is a violation of their probation and may result in termination from the program.

Students are notified of probationary status by the Student Services Office through the issuance of a Plan of Action to include the terms of the probation. A student on attendance probation must maintain perfect attendance for the length of the probation period as established in the student's Plan of Action. Failure to maintain perfect attendance during the probationary period on the category of the violation (theory or clinical) will receive an additional Program Exclusion Notification which may result in program termination.

Students issued an exclusion notification more than three times in any category will automatically be excluded from the program with no option for an appeal. Extenuating circumstance will be considered.

Conduct Probation

If the student is allowed to continue in the program, a Plan of Action letter will be made by the Student Services Officer and approved by both the Program Director and Campus Director. The student will be granted a 30 day probation period where the student must demonstrate evidence of improvement. Extreme conduct violations may extend the probationary period beyond the 30 days.

Academic Probation

If the student is allowed to continue in the program, a Plan of Action letter will be made by the student services officer and approved by both the Program Director and Campus Director. The student will be granted a 60 day probation period where the student must demonstrate evidence of improvement. Extreme conduct violations may extend the probationary period beyond the 60 days. A Plan of Action will include remediation, tutoring, retaking of exams, completing homework etc. Failure to complete remediation plans or achieve required grades will result in a Program Exclusion Notification.

At Risk Status

When a student's application for readmission after dropping or being excluded is approved, the student may be subjected to be placed on 'at risk' status for the first 30 days. The conditions applying to students with a status of 'at risk' is determined by the Campus Director.

FINANCIAL INFORMATION AND REFUND POLICIES

FINANCIAL INFORMATION AND REFUND POLICY

TITLE IV FUNDING

Career Care Institute is eligible to participate in Federal Department of Education Title IV Programs or Financial Aid. Information about these programs is available from the Financial Aid Department. Brochures and pamphlets regarding student loan programs include information on specific loan types and repayment conditions, the availability of federal and state grants and the requirements for loan eligibility. These materials may be obtained in the Financial Aid Department.

Financial Aid Policies and Procedure

Career Care Institute has developed the following policies and procedures to guide students applying for financial aid. A free application for financial aid must be completed and submitted to the Financial Aid Department by the student prior to the student's start date of class. For those students selected for verification, the school will use the current Verification Guide issued by F.A.M.E. as the governing document. Any supporting documentation required for the application must be submitted to the Financial Aid Department no later than 7 days after notification.

Title IV Funds will not be disbursed to a student with an unverified application. If a student provides inaccurate information or false documentation and fails to correct it after being counseled, the school must refer the case to the Department of Education for resolution. No further financial aid will be disbursed (unless the Department of Education specifically allows such disbursement prior to resolution) until the verification process is complete, and the student will be liable for repayment of any Title IV Funds already disbursed. Students are encouraged to seek tuition assistance from other possible sources such as private agencies, community grants, etc. Resource materials are available in the Administrative Office and via the Internet.

Student Aid Eligibility

Eligibility for federal student aid is based on financial need and on several other factors. The Financial Aid Administrator will determine your eligibility.

To receive aid to attend our programs, you must:

- Demonstrate financial need.
- Have a high school diploma (from an **approved** institution) or a General Education Development (GED) certificate. **Students MUST provide a High School diploma or its equivalent prior to their first day of class. Students may be given no more than a one week extension beyond their first of class by the Admissions office. Consideration will only be given to students who demonstrate an extenuating circumstance by the Campus Director. Students who fail to produce their**

High School Diploma or its equivalent within the time required, will not be permitted to attend class.

- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number.
- Register with the Selective Service if required.
- Maintain satisfactory academic progress.
- Certify that you are not in default on a federal student loan and certify that you are not in overpayment with Federal Pell grants.
- Certify that you will use federal student aid only for educational purposes
- Not be convicted of a drug offense that occurred while you were receiving federal student aid (eligibility is suspended for a time period)
- Comply with the federal verification program, if requested; provide information to resolve any discrepancies identified as a result of Department of Education interfaces with the Social Security Administration, the Department of Homeland Security, or the National Student Loan Data System (NSLDS);
- Complete the Direct Loan entrance and exit counseling as required.

Career Care Institute is certified to participate in the following federal financial aid programs: Federal Pell Grant, Federal Direct Student Loan (e.g. Subsidized, Unsubsidized, and Parent-Plus Loans). Career Care Institute offers financial aid for the following programs: Medical Assisting, Dental Assisting, Vocational Nursing and Limited Permit X-Ray Technician.

Responsibilities

As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware. These rights and responsibilities of students on financial aid are listed below:

Students have the right to know the:

- Financial aid programs available at Career Care Institute.
- Application process that must be followed to be considered for aid.
- Criteria used to select recipients and calculate need.
- Career Care Institute refund and repayment policy.
- Policies about satisfactory academic progress.
- Special accommodations and/or facilities and services available for the handicapped.

Satisfactory Financial Responsibility Requirements

Violation of the conditions set forth in the Enrollment Agreement may lead to probation and/or Program Exclusion. Failure to meet all financial obligations to the school during financial probation may result in program exclusion, placing a stop to classroom training, externship, transcript, and diploma.

Students are responsible for:

- Completing all forms accurately and by the published deadlines.
- Submitting information requested by FAO staff in a timely manner.
- Keeping the FAO informed of any changes in address, name, marital status, financial situation, or any change in student status.
- Reporting to the FAO any additional assistance from non-Institutional sources such as scholarships, loans, fellowships, and educational benefits.
- Notifying the FAO of a change in enrollment status.
- Maintaining satisfactory academic progress.
- Re-applying for aid each year.
- Participating in Constitution Day on September 17th.

Satisfactory Academic Progress

All students must complete all courses and requirements for graduation within 150% of the total number of clock hours in the program of study. To help students meet these requirements, Career Care Institute checks periodically that students are meeting Satisfactory Academic Progress (SAP).

SAP is measured at evaluation points based on your program of study. The SAP table below indicates what cumulative grade point averages (CGPA) and rate of progress benchmarks a student must have at the evaluation points to be meeting SAP.

Satisfactory Academic Progress Evaluation Points and Benchmarks

Program of Study	Evaluation Point	Benchmarks CGPA and %
MA	20 Weeks	Minimum of 70% & 361 Hours
DA	20 Weeks	Minimum of 70% & 361 Hours
XT	25 Weeks	Minimum of 77% & 451 Hours
SVN – Level II	Level 2 Week 3	Minimum of 75% & 451 Hours
SVN – Level III	Level 3 Week 5	Minimum of 75% & 901 Hours
SVN – Level IV	Level 4 Week 4	Minimum of 75% & 1233 Hours

Students not meeting these benchmarks are not meeting Satisfactory Academic Progress. The first time a student is not meeting SAP, the student is placed on academic warning by the Financial Aid Department. Students on academic warning/financial aid warning will be notified in writing by a financial aid warning letter.

At the next evaluation point, if a student on academic warning meets or exceeds the benchmark, the student is taken off academic warning. If, however, a student does not meet SAP, the student will be subject to the Program Exclusion Policy and is placed on academic probation. Students on academic probation/financial aid probation will be notified in writing with a financial aid probation letter. **Students placed on financial aid probation must appeal in order to continue receiving financial aid.** (See the Appeal Procedures.)

Students on academic probation have until the next evaluation point to meet or exceed the SAP benchmark. If they do so, they are taken off academic probation. If a student does not meet SAP, the student will lose financial aid eligibility.

Appeal Procedures

A written letter of appeal must be submitted by the student to the Financial Aid Office for review.

1. The appeal should explain in detail the reason(s) for not meeting the standards for academic progress.
2. The step(s) the student plans to take to correct his/her academic progress deficiencies.
3. List in detail any extenuating circumstance(s) of which we should be aware.
4. Appeals must be submitted and approved prior to the end of the level or module for which the student is appealing to receive financial aid.
5. The Satisfactory Academic Progress Committee will consist of the Director of Financial Aid, a representative from the Director's office, and a Student Service member.
6. The student will be provided written notification of the decision of the Satisfactory Academic Progress Committee from the Director of Financial Aid.

Supporting Documentation

1. The student should provide a copy of his/her academic report along with the letter of appeal.
2. It may be necessary for the student to provide written documentation from his/her health care provider(s). If so, the documentation should be on clinic letterhead, with a description of the diagnosed medical or psychological condition, and indicating when treatment began. If applicable, it should also explain how the condition prevented the student from meeting the requirements of the Satisfactory Academic Progress policy.
3. The Committee may approve a plan designed by the Academic Support Department staff or by a student's faculty advisor to return the student to good standing status and to regain eligibility for financial aid.
4. Submit all materials as a single packet to the Financial Aid Office. Any missing information will delay consideration of the student's request.

Appealing Academic Dismissal

A student that has been dismissed for not making satisfactory academic progress may appeal the dismissal. To appeal the student must write a letter to the Appeals Committee stating what the circumstances were that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable such as death of a family member, military service, and medical/health problems. Documentation to support the appeal should be submitted with the appeal letter. The student should submit the appeal letter to the Financial Aid Department. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. The Financial Aid Department will notify the student regarding the outcome of the appeal.

A student who is academically dismissed and does not appeal the dismissal immediately will be involuntarily withdrawn from Career Care Institute. When an academically dismissed student wishes to return to Career Care Institute, the student must appeal the academic dismissal according to the requirements above. If the appeal is approved by the Appeals Committee, the student will be readmitted to Career Care Institute. The Student Services Department will inform the student of the appeal approval and will direct the student in the readmission process.

If a student's appeal is denied, the student may appeal again after one (1) year of the date of the dismissal. A student may not return to Career Care Institute if denied more than once. If a student's appeal is approved, the student is placed on academic probation and, if applicable, may be eligible for financial aid with an academic plan until the next evaluation point.

Academic Advising

Students not making satisfactory academic progress must meet with their instructor or Program Director. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an academic improvement plan to address the circumstances. The academic improvement plan becomes part of a student's academic file. Students with an academic improvement plan must meet weekly with their instructor or Program Director to determine progress toward completing the plan.

VA BENEFITS:

CCI is approved for VA benefits. Students may be eligible for VA benefits that help pay for education. The following is a list of the programs that apply to education:

- Chapter 30: Montgomery G.I. Bill – Active Duty
- Chapter 31: Post 9/11

- Chapter 32: Veterans Educational Assistance Program (VEAP)
- Chapter 35: Dependents and Educational Assistance (DEA)
- Chapter 1606: Montgomery G.I. Bill – Selected Reserve.

To find out if you are eligible under any of these programs, check the DVA's Web site at www.gibill.va.gov/education/benefits.htm or call 1-888-442-4551 (1-888-GIBILL-1).

STUDENT PAYMENT OPTION PLAN:

Terms and Conditions

CCI will extend a no interest payment option plan for students in good financial standing only. The Student Payment Option Plan is intended as an option for students to pay for the cash portion of their overall financing plan to pay for their education at CCI. The student may qualify up to a maximum of one year to repay the loan with no early prepayment penalties. Please see the Financial Aid office for a copy of the "Student Payment Option Plan" guidelines and policy. **The school reserves the right to decline this option for applicants that cannot evidence credit worthiness, adequate income, or financial support.**

Unless otherwise agreed to in writing, the student must have their entire balance paid in full 30 days prior to graduation or they will be subject to cancellation of the enrollment agreement and program termination.

Policy and Procedures

Students that are past due 5 days will receive a notice that their regularly scheduled payment(s) is past due. After which the student will have 5 additional days to make their past due payment. If payment is not made within the 5 additional days after the initial past due notice, the student will receive a notice to report to the Financial Department. The notice will state "your payment is now 10 days past due" and will result in suspension with a \$25 late fee applied to the student's ledger. If the student makes their payment that day, he/she will not receive a suspension. If a student is behind with their Payment Plan more than three months the school will initiate the Program Exclusion protocol (See [Program Exclusion Protocol](#).)

If the student is allowed to continue in the program, a Plan of Action letter will be made by the Student Services Officer. The student will have 7 calendar days after being given a Plan of Action to submit full payment of the total remaining cash balance. CCI would recommend the student to apply for a personal loan with another financial institution (i.e. own personal bank or credit union.)

Payment Deferral Request

Students experiencing financial difficulties may request a payment deferral on their regularly scheduled payments with CCI. This option is only available for those students who have demonstrated financial responsibility with the school such as: communication with administration, on-time payments and no previous warning or probations relating to financial responsibility. Additionally, students requesting a deferral may only use this option twice during the length of their program and may not be taken consecutively.

Please note that this does not extend the student's scheduled monthly payments. At the end of the deferral period your current payment and the deferred payment are due. This request must receive approval before it is taken into effect. If a student fails to meet the terms of the payment deferral request, he/she will become ineligible for any subsequent payment deferral request and may be given probation for failing to comply with the terms and conditions of the student payment deferral request. If the student becomes past due after the deferment period then the student will be under the policy and procedure guidelines and will receive notices and actions under those provisions.

Third Party Collections Disclosure

If you are terminated for becoming 30 days past due and have a cash balance that has not been satisfied, CCI will refer your delinquent account to a third party collector 30 days after being terminated. Additionally, CCI imposes a fee on all accounts referred to a third party collector. This fee will be based on the students unpaid tuition balance outlined in the "California Student Refund Calculation Notice" and will be included in the total tuition amount owed. The third party collector's collection activity may include the filing of a court action which may subject the debtor to incurring additional court filing fees, costs, attorneys' fees and interest.

Additional Terms and Conditions

The initial amount of the Student Payment Option Plan will be determined and agreed upon by the student and school representative. A down payment of up to 20% of the total cash balance is required upon execution of this agreement. The down payment will be subtracted from the initial cash balance. A payment due date will be assigned on the 15th of each month. If the student does not agree to the Student Payment Option Plan within 7 days after the first day of class, then the student will be required to produce a full cash payment or submit evidence of an accepted loan application with another financial institution or the school will terminate the enrollment contract.

If a student obtains a loan to pay for part or all of their tuition, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

STUDENT'S RIGHT TO CANCEL/REFUND/WITHDRAWAL POLICY

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to withdraw at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled clock hours in the current **payment period** (also known as period of attendance) in your program through the last day of attendance. After completion of more than 60% of the scheduled clock hours in the period of attendance, the student is not entitled to a pro rata refund, and any funds remaining in the student's account will be considered additional earned tuition.

If the student has received federal student financial aid funds, student is entitled to a refund of moneys not paid from federal student financial aid program funds. Your refund rights are further described in the enrollment agreement. If you have lost your signed enrollment agreement, you may ask the school for a copy. The following procedures apply to students who wish to cancel the enrollment agreement or drop/withdraw from the institution:

1. Cancellation/Withdrawal is determined when either of the following occur: a) the student provides a written notice of cancellation/withdrawal at the following address: 43770 15th St. W., Suite 115, Lancaster CA, 93534 or 2151 Alessandro Dr., Suite 150, Ventura CA, 93001 or 22500 Town Circle, Suite 2205 Moreno Valley, CA 92553. This can be done by mail or hand delivery. The timeframes outlined above will determine whether it is a cancellation or withdrawal; b) the student communicates their intent to cancel or withdraw **verbally**, by stating they are cancelling or withdrawing, or **by conduct**, such as not attending class. In the case of a student not attending any class after eight consecutive days, the school will designate the student as a *no-show* which is the equivalent of a cancellation. If the student attends class for a day or more, consecutively, but less than five, the student will be classified as a *drop/withdrawal* after the eighth consecutive absence. If the student attends class for more than five days and then stops attending, the student will be determined as *terminated* after the eighth consecutive day under the attendance policy.
2. The notice of cancellation/withdrawal is effective when communicated to administrative personnel but in no event will it exceed the eighth consecutive absence.
3. The notice of cancellation/withdrawal need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
4. If the Enrollment Agreement is *cancelled* the school will refund the student any money he/she paid, less a Registration or administration fee not to exceed \$80.00, STRF fee and less any cost of any books returned in good condition (books must

be in reusable condition and may not be marked or damaged in any way).

5. If the institution cancels a class 100% of the tuition and fees collected is reimbursed.

If the student *drops/withdraws or is terminated* the student will receive a pro rata refund if he/she has completed 60 percent or less of the scheduled clock hours in the payment period, less a Registration or administration fee not to exceed \$80.00, STRF fee and less any cost of any books returned in good condition (books must be in reusable condition and may not be marked/damaged in any way), within the current payment period in your program through the last day of attendance. If the student drops/withdraws or is terminated after completing 60% of the scheduled clock hours in the payment period (period of attendance), any additional funds remaining in the student account will be considered additional earned tuition. **Refunds, when due will be made without requiring a request from the student.** Refunds are processed within **45 days** of the last day of attendance if written notification has been provided to the institution or from the date the institution terminates the student or determines withdrawal by student.

RETURN OF TITLE IV FUNDS

A school must return Title IV funds to the program from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

Unsubsidized Direct Loans

Subsidized Direct Loans

Direct PLUS Loans

Federal Pell Grants for which a Return is required

The time frame for the return of Title IV funds states that a school must return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal.

A school will be considered to have returned funds timely if the school does one of the following:

- A refund is given as soon as possible but no later than 45 days after the date when it was determined that the student withdrew.
- Deposits or transfers the funds into the school's federal funds bank account, and then awards and disburses the funds to another eligible student;

- Returns the funds to the Department electronically using the "Refund" function in G5; or Issues a check to the Department.

ONLINE CREDIT CARD PAYMENT REFUNDS

Registration fee payments made by credit card through Jet Pay will be refunded to the same credit card used for payments. Allow 6-10 business days for the refund to post. If the credit card used to pay fees is no longer valid, it is the student's responsibility to notify the Admissions Office once the credit has been posted to the student's account and prior to the refund being processed. The refund will be converted to a check refund upon proper notification.

Important: Payments made using multiple payment methods (online credit card payments and cash, check or money order) during the current registration period will be refunded to the credit card used for online payments.

SCHOOL SCHEDULE, HOLIDAYS, AND SCHOOL CLOSURES

Note: Morning, afternoon and night schedules available. Please see an Admissions Representative for more information.

2016 – 2017 Start and End Date *(subject to change)*

Class Meeting Times

Please see [Program Descriptions](#).

SCHOOL SCHEDULE AND CERTIFICATE REQUEST INFORMATION

THE MODULAR SYSTEM

Career Care Institute's uses a *modular* system for Medical Assisting and Dental Assisting programs. Programs are several modules in length. Since the prerequisites for each module are the same (e.g. enrollment, passing score on entrance exam, and orientation) it is not necessary that a student complete a particular module to progress to another module in the program; or, that students have to wait for the first module to begin classes. New enrollees may begin training at the beginning of the current module of the current class. New students and senior students learn new subjects at the same time.

Instructors at CCI work closely with new students to acclimate them to the classroom and instructional environment. On the first day of each module, the instructor will provide an orientation to new students, introduce them to their books and learning supplies, inform them about the current subject matter in the class and what can be expected and review the program syllabus. CCI instructors are sensitive to the new student and understand that undertaking an education requires commitment that in turn requires rearranging schedules, accepting new responsibilities and change. CCI instructors are committed to successful integration of the new student to the classroom.

SCHOOL AND COURSE OFFERING CALENDAR (All campuses)

Start Date	Limited X-Ray Technician
LANCASTER	40 weeks
January 4, 2016 (PM)	October 28, 2016
April 4, 2016 (AM)	January 20, 2017
July 18, 2016 (PM)	May 19, 2017
October 17, 2016 (AM)	August 25, 2017

Start Date	Limited X-Ray Technician
VENTURA	40 weeks
January 4, 2016 (PM)	October 28, 2016
April 4, 2016 (AM)	January 20, 2017
July 18, 2016 (PM)	May 19, 2017
October 17, 2016 (AM)	August 25, 2017

Start Date	Vocational Nursing
LANCASTER	60 weeks
January 25, 2016	June 4, 2017
June 20, 2016	August 14, 2017
September 19, 2016	November 13, 2017
December 12, 2016	January 26, 2018

Start Date	Vocational Nursing
VENTURA	60 weeks
January 25, 2016	June 4, 2017

Start Date	Vocational Nursing
MORENO VALLEY	60 weeks
April 4, 2016*	July 28, 2017
October 24, 2016*	

* Pending State approval

2016 – 2017 Start and End Date *(subject to change)*

Holidays and Weather Closures

Start Date	Medical & Dental Assisting Programs
	36 weeks
January 4, 2016	October 13, 2016
February 1, 2016	November 10, 2016
February 29, 2016	December 8, 2016
April 4, 2016	January 19, 2017
May 2, 2016	February 16, 2017
May 30, 2016	March 16, 2017
June 27, 2016	April 20, 2017
July 25, 2016	May 18, 2017
August 22, 2016	June 15, 2017
September 19, 2016	July 13, 2017
October 17, 2016	August 10, 2017
November 14, 2016	September 7, 2017
December 12, 2016	September 21, 2017

Occasionally, the Institute will close due to holidays, bad weather, or other natural phenomena. Make-up days for holidays are scheduled and can be found in the student's calendar given on the first day of the level/module/course. In the case of an unexpected closure, if possible, students will be given notice at least one (1) week in advance to make-up the day so that arrangements can be made to attend. When the Institute closes unexpectedly, students should anticipate making up the time before the end of the module/level/course. In the event of bad weather, the Institute will close if the school district that belongs to the Institute's area chooses to close.

School Holidays

CCI observes the following holidays throughout the year:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and day after
- Christmas Day

School Breaks

CCI observes the following school breaks.

- Spring Break The Week before Easter Sunday
- Winter Break Beginning the week of Christmas and the following week.

CCI PROGRAMS

CCI PROGRAMS

DENTAL ASSISTING

(Offered at Lancaster and Ventura)

Career Care Institute's Dental Assisting Program provides 720 hours of theory and clinical and is geared to adequately prepare the graduate for an entry-level position in a Dental Office. Upon completion of the program, the student will be able to:

1. Successfully pass the Registered Dental Assistant and Certified Dental Assistant examinations after the appropriate time frames of full time employment have been met and are signed off by a doctor and Career Care Institute
2. Function efficiently and successfully in most areas of dental assisting
3. Represent Career Care Institute's Dental Assisting Program in a professional manner
4. Have the opportunity to participate in the dental assisting organization, thereby contributing to the growth and development of the dental assisting profession and their own professional development
5. Pass the Radiation Safety exam and complete the clinical requirements necessary to receive a Radiation Safety Certificate
6. Pass the Infection Control exam and complete an eight (8) hour course for Infection Control and attain an Infection Control Certificate
7. Pass the Coronal Polish Exam and complete the clinical requirements necessary to receive a California Coronal Polish Certificate
8. Become certified in CPR, First Aid, and AED.

The student will also be required to participate in modular shadowing at a dental office one hour per module. Upon graduating and receiving the certification, students may find employment in a dentist office, group practice, dental specialty practice, (i.e., endodontics, periodontics, orthodontics, prosthodontics, pathology and pediatrics). Other options for graduates are working in school clinics or laboratories, veteran's hospitals, dental supply companies, and insurance companies. Career Care Institute has an excellent Career Services Department that assists the students with writing resumes, interview techniques and placing the student in a field or related field position.

Program Length: 32 weeks

Program clock hours: 720 Hours

Delivery Mode: Residential

Students may choose one of the following schedules:
(Schedules subject to change)

Day Class: Monday-Thursday 8:00 AM - 12:30 PM

Evening Class: Monday-Thursday 6:00 PM - 10:30 PM

ADMISSION REQUIREMENTS

- All applicants will have a personal interview with an Admissions Representative.
- All applicants will be required to take the Scholastic Level Exam (SLE). A passing score is required for enrollment.
- All students enrolled in any of our programs will be required to have a tuberculin-screening test prior to the class start date.
- All applicants must have a tour of the school campus.
- All applicants enrolled in any of our programs must have all financial obligations completed before class begins. **A nonrefundable registration fee is due upon enrollment.**
- All applicants must have a high school diploma (from an **approved** institution), or GED or its equivalent. The Admissions Representative may refer applicants that have not attained a high school diploma, GED or its equivalent to an agency where they may obtain one.
- A valid ID and social security card.
- Re-entry students must see the Finance Department and Admissions prior to starting class and complete a new enrollment agreement to determine any previous debt from a previous enrollment
- **Student must undergo school orientation.**

The school reserves the right to reject students if the provisions above are not properly completed and submitted.

This program involves 8 modules/courses (576 hours) of classroom and lab instruction and 1 module (144 hours) of externship. Modules/courses are briefly described below.

Course Title: *Dental Assisting 36 Week Program – New Student Orientation*

Course Description: This course will consist of a lecture with handouts reviewing CCI's Dental Assisting Program syllabus and program description, employment outlook for dental assistants, general responsibilities for Dental Assistant students and dental assistants. Students will be required to take notes, pass an entrance exam, and acknowledge receipt of materials issued.

Objectives: It is expected that upon successful completion of this course that the student will be able to:

- Describe general responsibilities as a dental assistant and as a dental assistant student at CCI.
- Identify dental assistant employment opportunities and job duties.
- Learn how to use their syllabus to identify material and time frames it is to be presented in the course.
- Receive books for the DA program.

Clock Hours for this Course: 2 hours incorporated into first day of new student's first module.

Prerequisites for this Course: Passing score on CCI entrance exam and student must have undergone initial school orientation.

Schedule: This 2 hour course is given on the first day of each module to coincide with the first day of class for each new Dental Assisting student enrolled in the program.

Course Title: *Basic Dental Science Module 1*

Course Description: This module is an introduction to the dental profession and its history. In the module, oral health and nutrition will be covered as well as general anatomy and physiology, embryology and histology, tooth morphology, microbiology, pharmacology, and oral pathology. Student will be required to take notes and will take weekly exams and a module final.

Clock hours awarded: 72

Prerequisites for this Course: Passing score on entrance exam and orientation.

Method of Evaluation: Throughout this course weekly exams and a module final are administered.

Requirements for Successful Completion of the Course: Student must achieve 70% or higher GPA at the end of the module, and have satisfactorily completed appropriate assignments.

Course Title: *Preclinical Dental Skills Module 2*

Course Description: In this module, students are introduced to infection control in the dental office and methods for disinfection and sterilization. Students will learn OSHA standards for infection control, the blood-borne pathogen standard, microbiology, disease transmission, instrument processing, dental unit waterline maintenance, regulatory and advisory agencies, safety and post-exposure protocols, hazard communication and management of hazardous materials. Clinical asepsis protocol will be practiced in the clinical setting during operator disinfection, instrument decontamination and sterilization using approved sterilization methods and agents. Preparation for patient care will be reviewed, how to take patient history, perform clinical evaluation and take vital signs. Students will be given an introduction to chair side

assisting including patient seating and dismissing, instrument transfer, basic chair side instruments, and dental hand pieces. The student will chart new systems, cavity classifications, tooth surfaces, and basic terms used in charting. Students will be required to take notes and will take weekly exams, evaluations, and a module final.

Clock Hours Awarded: 72

Prerequisites for this Course: Passing score on entrance exam and orientation.

Instructional Resources and Materials Used for this Course:

Text book: Dental Assisting, Phinny & Halstead

Work book: Dental Assisting, Waide

Supplemental Material: Modern Dental Assisting, Bird & Robinson

Videos: Body Systems, Goldhill

Overhead projector

Typodonts and manikins

Method of Evaluation: Throughout this course, weekly exams and module final exams are administered. Laboratory practical evaluations are completed.

Requirements for This Course: Student must achieve 70% or higher GPA at the end of the module, have and have satisfactorily completed appropriate assignments and performance checklist procedures.

Course Title: *Clinical Dental Skills Module 3*

Course Description: Student will learn about the parts of hand instruments and the function of dental burs and hand-pieces. They will also learn the importance of tray systems and color coding. The dental assistant will become familiar with the methods used to manage pain and anxiety related to dental procedures, topical anesthetics, their placement, and types of local anesthetics used in dentistry. The dental assistant will also learn the steps for preparing anesthetic administration, injection sites, and materials and equipment required for the role of nitrous oxide sedation, and administration. The student will also learn how to prepare the patient for oral surgery, explain surgical procedures, including tray setups and assisting responsibilities, postoperative instruction for patients; learn the definition of orthodontics and the orthodontic office setting, define the role of the dental assistant in an orthodontic practice, the function of basic orthodontic instruments, the stages of orthodontic treatment and procedures for removing orthodontic appliances, and how the teeth are retained in position afterward. The student will learn the definition of pediatric dentistry; describe the pediatric dental office, and role of the team members. The student will also learn to identify and describe periodontal instruments and their uses. The scope and use of fixed and removable prosthodontics and their function will be covered. The materials required in treatment and the assistant's role in all phases of fixed and removable prosthodontics. The properties,

composition, and manipulation of amalgam and composite and the steps of an amalgam and composite procedure will be covered. Student will be required to take notes and will take weekly exams and a module final.

Clock hours awarded: 72

Prerequisites for This Course: Passing score on entrance exam and orientation.

Method of Evaluation: Throughout this course weekly exams and module final exams are administered. Laboratory practical evaluations are completed.

Requirements for Successful Completion of this Course: Student must achieve 70% or higher GPA at the end of the module, have and have satisfactorily completed appropriate assignments and performance checklist procedures.

Course Title: *Clinical and Lab Skills Module 4*

Course Description: Aspects addressed in this module include: preparation, application, and removal of dental dam; placement, application, and removal of a dental matrix and wedge; preparation, manipulation, and placement of dental cavity liners, cavity varnish and cements; placement and removal of gingival retraction devices; preparation and application of enamel sealant material; benefits and types of dental bleaching materials, application techniques, and patient education instructions. The student will learn to identify the materials used in the dental laboratory and to perform associated procedures, demonstrate knowledge and skills required to prepare, take and remove alginate impressions and wax bites, demonstrate knowledge and skills necessary to prepare irreversible hydrocolloid impression material, elastomeric impression materials, and polyether impression material for the dentist. The student will also learn skill required to mix and manipulate gypsum products, pour and trim impressions for diagnostic casts, use a dental articulator, identify different classifications and uses of dental waxes, demonstrate skills required to fabricate acrylic tray resin, custom trays, vacuum formed and thermoplastic custom trays, learn how to contour prefabricate and custom fit temporary restorations.

Clock hours awarded: 72

Prerequisites for This Course: Passing score on entrance exam and orientation.

Method of Evaluation: Throughout this course weekly exams and module final exams are administered. Laboratory practical evaluations are completed.

Course Title: *Dental Practice Management Module 5*

Course Description: In this module, the student will learn the overall aspects of dental office management, including patient reception, marketing, telephone technique, business office systems, patient scheduling, records managements, accounts receivable, management of patient's accounts, and accounts payable. Inventory control and recall systems management are also emphasized and employment strategies. The student will learn differences between civil and criminal law, the definition of a dental practice act and what it entails, the definition(s) of expanded functions, the components of a contract, the meaning of "due care," and examples of malpractice and torts, how to identify fraud and the services that may be administered under the Good Samaritan law, and identify the components areas of the Americans with Disabilities act. The dental assisting student will also learn to identify responsibilities of the dental team with regard to dental records, implied and informed consent, subpoenas and the statues of limitations; define ethics and provide examples of the ADA's and ADAA's principles of ethics, state laws that dentistry adheres to, ethical principles in advertising, professional fees, and responsibilities. The dental assistant student will learn preparedness in dealing with common medical and dental emergencies, and be familiar with the necessary contents of an office emergency kit. The student will also learn procedures for performing cardiopulmonary resuscitation (CPR), treating patients with syncope, anaphylaxis, asthma attacks, heart conditions, cerebrovascular accident, and common dental emergencies. If student completes and passes all practical exercises on manikins as well as written tests furnished from The American Red Cross, they will receive a CPR and First Aid Card.

Clock hours awarded: 72

Prerequisites for This Course: Passing score on entrance exam and orientation.

Method of Evaluation: Throughout this course weekly exams and module final exams are administered. Laboratory practical evaluations are completed. Written and practical CPR and First Aid exams must also be satisfactorily completed.

Requirements for Successful Completion of this Course: Student must achieve 70% or higher GPA at the end of the module, have and have satisfactorily completed appropriate assignments and performance checklist procedures.

Course Title: *Radiology I Theory of X-Rays Module 6*

Course Description: In this module, the student will review the basic anatomy of the dental arches. How a dental X-ray unit is operated with emphasis on safety and precautions. Students will be instructed how to successfully expose a radiograph and develop it in a dark room using manual or automated processor. Students are required to mount processed radiographs and evaluate the diagnostic quality. Students will be instructed how to

expose bite-wing radiographs on a mannequin (DXTTR) 2-BWX surveys are required. The paralleling technique will be covered and students will be required to expose two full mouth surveys (18 films) on a mannequin. Emphasis will be placed on producing quality radiographs with a minimum of retakes. Students will be able to recognize technique errors during the evaluation process and will have the opportunity to correct the errors by a retaking the radiograph with point deduction for retakes.

Clock hours awarded: 72 hours

Method of Evaluation: Throughout this course weekly exams and module final exams are administered. Laboratory practical evaluations are completed.

Requirements for Successful Completion of this Course: Student must achieve 75% or higher GPA at the end of the module, have and have satisfactorily completed appropriate assignments and performance checklist procedures. Expose bitewing survey and 2 full mouth surveys on a manikin with a minimum of retakes. Overall score of 70% in the module must be achieved.

Course Title: *Radiology I Theory of X-Rays Module 6*

Course Description: In this module, students will be instructed in the bisecting and paralleling technique and then expose two full mouth surveys and two bitewing surveys on a mannequin (DXTTR). Students will review procedures for operation of the latest imaging systems. Upon successful completion of practice radiographs on a mannequin, students will take radiographs on-site on four adult patients as described by a licensed dentist. Students will process, mount, and evaluate all exposed film. All full mouth surveys must be diagnostic with minimum retakes. To receive the California Radiation Safety Certificate, the student must complete all course requirements and passed the dental radiograph final exam with a score of 75% or higher.

Clock hours awarded: 69 hours

Prerequisites for This Course: Passing score on entrance exam and orientation.

Method of Evaluation: Throughout this course weekly exams and module final exams are administered. Laboratory practical evaluations are completed.

Requirements for Successful Completion of this Course: Student must achieve 70% or higher GPA at the end of the module, have and have satisfactorily completed appropriate assignments and performance checklist procedures. Expose a full mouth series of radiographs on 4 adult patients. The survey must be of diagnostic quality with minimum retakes. Overall score of 70% in the module must be achieved.

Course Title: *Coronal Polish Module 8*

Course Description: This course provided board approved instruction in coronal polish. Upon successful completion of this course and the RDA exam, students may perform coronal polish. This course will include instruction in plaque, calculus and stain formation; clinical appearance of various types of stain; tooth morphology and anatomy as related to stain removal; principles of selecting abrasives, polishing agents and disclosing solution. The student will perform coronal polish on typodonts and patients. Three patients will be required for final evaluation and student must pass a written exam by 75%.

Clock hours awarded: 72

Prerequisites for This Course: Passing score on entrance exam and orientation.

Method of Evaluation: Throughout this course weekly exams and module final exams are administered. Laboratory practical evaluations are completed.

Requirements for Successful Completion of this Course: Student must achieve 70% or higher GPA at the end of the module, have and have satisfactorily completed appropriate assignments and performance checklist procedures. Written exam must pass by 75%. Clinical evaluation must be completed on three patients within 45 minutes for each patient. Overall score of 70% in the module must be achieved.

Course Title: *Externship Module 9*

Course Description: Upon successful completion of class training, dental assistant students participate in 168 hours of externship which they serve at an approved facility. This gives externs an opportunity to work with patients and apply the principles of practice learned in the classroom. Externs work under the direct supervision of qualified personnel in participating offices. Supervisory personnel will evaluate externs at 84 and 144-hour intervals. Completed evaluation forms are placed in the students' permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Clock hours awarded: 144 hours

Prerequisites: Successfully completed 576 course of instruction and all other dental-assisting-32-week-program modules 1-8. All hours missed as a result of absences or tardies MUST be made up *prior* to attending extern. All procedure check-offs MUST be completed and signed off prior to attending externship.

Method of Evaluation: The student will be monitored by the externship coordinator and will undergo an evaluation by the employer/extern site.

Requirements for Successful Completion: Students must cooperate with externship coordinator, follow externship guidelines and complete required hours and receive a satisfactory evaluation by the employer. The grade received on the exit exam will count as 20% of the externship grade along with the clinical evaluations in the externship packet.

Time Give to Complete Extern: There are 144 hours required for extern. Students are required to complete a minimum of 24 hours of externship each week. See the Externship Policy for more information.

GRADUATION REQUIREMENTS

Upon satisfactory completion of the program, the student will be awarded a Certificate of Completion in Radiation Safety, Infection Control, Coronal Polishing and Dental Assisting.

The following requirements need to be met in order to qualify for a certificate of completion:

- Complete all required hours.
- Pass the Radiation Safety exam and complete all clinical requirements.
- Pass the Infection Control exam and complete the 8 hours required.
- Pass Coronal Polish exam and complete clinical requirements.
- Complete all required shadowing.
- Achieve a 70% in each course.
- Turn in all time cards and site evaluations.
- Have all financial responsibilities met.

Requesting Certificate/Transcripts

Upon satisfactory completion of the students' respective hours in the course of study, the student is then awarded a certificate of completion for their program of study. Students eligible for certification must request a certificate by presenting a filled out "Certificate Request Form" to the Student Services Office. This is necessary for verification that a certificate was requested and that the graduate's name is correctly spelled. Once the form is completed, the Externship Office, Registrar's Office, Admissions Office, Financial Aid Office, and the Director's Office must all provide clearance before a certificate can be awarded. One to two weeks may be required for delivery of graduate's certificate of completion. One set of official and unofficial transcripts will be given with the certificate of completion. Additional student transcripts may be requested by filling out a Transcript Request form and presenting it to the Student Services Office.

Fees: The first set upon graduation is at no cost (included in tuition). Additional official transcripts or original certificates can be requested and will be given at an additional fee.

Equipment used in the DA Program: Dental units, sterilizer, compressor, vacuum suction, refrigerator, ultrasonic unit, dental assistant chair, operator chair, stone model grinder, vacuum forming machine, cold sterile bin, lathe, amalgamator, x-ray machine, film processor., holding bath, laboratory vibrators, rolling carts, dental tray organizer, eye wash station, lead rolling wall, Freddy-manikin, lead apron.

Supplies used in lab: floss, fluoride gel/foam, fluoride trays; toothbrushes, toothpaste, disinfectant spray, sterilization bags, biological spore tests, exam gloves, utility gloves, chamber brite, indicator strips, team vista dental waterline cleaner & irrigant solution concentrate, evacuation solution, surface barriers, headrest covers, ultrasonic solution, cold sterile solution, endodontic instruments, anesthetic syringes, anesthetic carpules, needle hubs, cotton tipped applicators, topical anesthetic, disposable scalpel blades, bard parker scalpel handle, orthodontic instruments, oral surgery instruments, black silk sutures, gut sutures, periodontal instruments, amalgam instruments, amalgam, composite instruments, composite, lab spatulas, disposable impression trays, cold sterile solution, alginate tray cleaner, cement spatulas, thermo-forming coping material, rubber dam forceps, rubber dam frame, rubber dam punch, rubber dam stamp, IRM cement, ZNP cement, ZOE cement, glass ionomer cement, various final impression materials, tri-trays eugenol periodontal dressing, bite registration material, cavity varnish, cotton pellets, basic instruments, face masks, protective eyewear, typodont prep teeth, ivorine typodont teeth, 2x2 exodontia sponges, vaseline, methymethacrylate acrylic material, R-methacrylate acrylic material, temp tabs, floss, dental laboratory stone, mixing bowls, tofflemire retainers, wedges, tofflemire bands, calcium hydroxide, stainless steel crowns, polycarb anterior temporary crowns, dremels & acrylic burs, first aid supplies, disposable CPR practi-SHIELDS, adult & ped ambu-bags, one way mask valve, isopropyl alcohol, single X-ray film #2, XCP rinn holders & components, bitewing tabs, manual film developer & fixer, A/T spray 2000 & sponges, bitewing mounts, double X-ray film #2, FMX mounts (18 films), tray covers, prohy paste, disposable prohy angles, disposable prohy brushes, interproximal brushes, cotton rolls, disclosing tablets, floss threaders, cups for patients to rinse, patient napkins, bib clips, disposable gowns, air/water syringe tips, HVE suction tips, saliva ejectors & disposable traps.

LIMITED PERMIT X-RAY TECHNICIAN

(Offered at Lancaster and Ventura campuses)

Career Care Institute's Limited Permit X-ray Technician program will prepare the graduate to take the California State Examination in Limited Scope in Radiography for State certification in three limited permit categories including: Chest, Extremities, and Torso Skeletal. The student will also receive training in ancillary medical

procedures and receive a certificate of instruction in venipuncture, injections, and electrocardiograms. Limited Permit Radiographers are trained to perform the radiographic procedures and ancillary medical procedures commonly needed in outpatient clinics, physicians' offices, and ambulatory care centers. The program is designed to prepare students to take various certification examinations, however the school cannot guarantee the student will pass. The student must pass the California State Examination to receive a position as an X-ray Technician. The program involves multiple classroom/lab courses of 564 hours and an externship that consists of 336 hours. The externship portion also requires students to perform various x-rays clinical procedures as a requirement (See [Externship](#) for requirements.) Upon satisfactory completion of XT 1, XT 2 and XT 3, the student will be awarded a Certificate of Completion of 96 hours of Basic Back Office Medical Assisting and 804 clock hours of training in the Categories of Chest, Extremities and Torso-Skeletal. The graduate is then eligible to apply for the State of California Limited Scope in Radiography Examination for Core, Chest, Extremities and Torso-Skeletal. The section below will describe Career Care Institutes Limited Permit X-ray Technician Program.

ADMISSION REQUIREMENTS

- All applicants will have a personal interview with an Admissions Representative.
- All applicants will be required to take an entrance exam. A passing score is required for enrollment. Students must score the following in math and reading comprehension:
 - *XT Program: 300 math; 350 verbal*
- All students enrolled in any of our programs will be required to have a tuberculin-screening test prior to the class start date.
- All applicants must have a tour of the school campus.
- All applicants enrolled in any of our programs must have all financial obligations completed before class begins. **A nonrefundable registration fee is due upon enrollment.**
- All applicants must have a high school diploma (from an **approved** institution), or GED or its equivalent. The Admissions Representative may refer applicants that have not attained a high school diploma, GED or its equivalent to an agency where they may obtain one.
- A valid ID and social security card.
- Re-entry students must see the finance department and admissions prior to starting class and complete a new enrollment agreement to determine any previous debt from a previous enrollment.
- **Student must undergo school orientation.**

LICENSURE ELIGIBILITY REQUIREMENTS

To be eligible for any of the limited permit categories an applicant shall:

- Submit to the Institute an acceptable application containing:
 1. The legal name, date of birth, social security number, the mailing address, and telephone

- number of the applicant. The legal name shall be as shown on the government – issued identification document that will be used to verify the applicant's identity for taking any required examination;
 2. Identification of the permit category for which the applicant is applying;
 3. A copy of the limited permit x-ray technician school graduation diploma or certificate in the limited permit category applied for; and
 4. The fee required pursuant to section 30408; and
- Pass Department-approved examinations in:
 1. Radiation protection safety (Core); and
 2. For each permit category applied.

Program Length: 40 weeks

Program clock hours: 900 Hours

Delivery Mode: Residential

Students may choose one of the following schedules:
(Schedules subject to change)

Day Class: Monday-Thursday 9:00 AM - 1:30 PM

Evening Class: Monday-Thursday 5:00 PM - 9:30 PM

Courses: MA11 Basic Back Office Skills: 96 hours

Courses: XT1 – Limited Permit X-ray Technician Module 1 (208.5 hours)

XT2 – Limited Permit X-ray Technician Module 2 (223.5 hours)

XT3 – Limited Permit X-ray Technician Module 3 Externship and Review Course (372 hours)

Externship Schedule: Student must complete 336 hours.

Course Title: MA11 Basic Back Office Skills

Clock hours awarded: 96

Prerequisites for this Course: High School Diploma or equivalent and a passing score on the CCI entrance exam of 300 in math and 350 in English and initial school orientation.

Course Description:

This course focuses on basic patient care procedures such as completing patient histories, taking vital signs, and patient positioning. Students receive instruction concerning universal precautions, routine clinical infection control procedures, hands-on practice on medical asepsis and sterilization techniques, assisting with minor office surgical procedures, as well as identifying basic surgical instrument groups. This course will also introduce the anatomy and physiology of body structure, and special diagnostic procedures to which they relate. Students study basic pharmacology and practice injection techniques. Students will

apply this knowledge to hands-on practice in the lab, which also includes invasive and noninvasive procedures. Students learn and train in basic and advanced venipuncture, hematology, and blood collection techniques that meet with the State of California venipuncture requirements. Students will also learn anatomy and physiology of the respiratory and cardiovascular systems, as well as hands-on operation of EKG equipment. In addition, students also receive training in Basic Life Support CPR. Students will apply this knowledge to practice in the lab, which also includes invasive and noninvasive procedures. Medical terminology related to the topics presented is also introduced throughout this course. Successful Completion of this Course requires completion of assignments, lab procedures and exams resulting in 77% or higher percentile at the end of the course.

Course Title: LPXT1 Module 1

Clock hours awarded: 208.5 hours

Prerequisites for this course: Successful completion of Medical Assisting Basic Back Office.

Course Description: The student will receive lectures and be given assignments on a weekly basis. The student will observe procedures and be required to perform procedures in the on-site, X-ray laboratory. The student will undergo exams and quizzes and procedural evaluations. This course will cover subjects including introduction to limited radiography; medical terminology; equipment operation and care; medical ethics; safety and infection control; radiological physics; mathematics for radiographers; film critique; darkroom and film processing; digital radiography; X-ray technical factors; quality control for film-screen systems and digital systems; anatomy and physiology; chest radiography and upper extremity radiography. Students must achieve a 77% or better in each course of the module to advance to the next module.

Course Title: LPXT2 Module 2

Clock hours awarded: 223.5 hours

Prerequisites for this course: Successful completion of XT1.

Course Description: The student will receive lectures and be given assignments on basic classroom instruction. The student will observe procedures and be required to perform procedures in the on-site, X-ray laboratory. The student will undergo exams and quizzes and procedural evaluations. Subjects include radiation biology and protection; anatomy and physiology; lower extremity radiography; torso-skeletal radiography; radiography of pediatric and geriatric patients. Students must achieve a 77% or better to advance to the next module.

Course Title: LPXT3 Module 3: Externship and Review Course

Clock hours for this course: 336 hours

Prerequisites: Successful Completion of XT1 and XT2. You must attend a Clinical Orientation with the Clinical Coordinator prior to being placed at an externship site.

Course Description: The student will be required to complete the following number of radiographic procedures: 50 chest, 100 extremities (50 upper and 50 lower extremities) and 200 torso-skeletal. Externship will be completed after the didactic training. The student will attend externship at a State-approved site. The student must cooperate with the Clinical Coordinator for externship placement and during the externship period. The student must adhere to externship guidelines as mentioned in the school student handbook and the x-ray clinical handbook.

Students will be evaluated on the "Professional Standards", Performance Evaluation, and Competency Performance Evaluations, including film critiques.

In accordance with the State of California Title 17, Section 30424 these are the required radiographic procedures listed below that must be logged and signed by the training Supervisor and Operator (S&O):

- 50 chests X-ray procedures
- 100 extremities X-ray procedures (50 upper and 50 lower extremities)
- 200 torso-skeletal x-ray procedures.

Course Title: LPXT3 Review Course

Clock hours awarded: 36 hours

Prerequisites for this course: Successful completion XT1, XT2, and XT3 (Externship)

Course Description: The student will receive lectures and be given assignments to facilitate their review on all components of the X-ray Technician Program. It will consist of 6hrs a day, one day a week for 6 weeks, and a total of 36 hours. The student will be required to attend the XT Review Course and pass an Exit Exam to graduate out of the program.

GRADUATION REQUIREMENTS

Upon satisfactory completion of Review Course, the student will be awarded a Certificate of Completion in Limited Permit X-ray Technology in Chest, Extremities and Torso-skeletal; a Certificate of Instruction in Venipuncture, Injections and Electrocardiography. The following requirements need to be met in order to qualify for a certificate of completion:

- Complete all required hours.
- Achieve a 77% in each course.
- Have all financial responsibilities met.
- Submit all clinical training authorization permits, performance evaluations, film critiques, repeat assessments, training logs (with the required number of views) with the original signature of the Supervisor and Operator (Licentiate) of the facility, additionally return the TLD badge to the Clinical Coordinator at the time of completion from externship. Original time cards and supervisor evaluations must be submitted at this time. (Shall be submitted no later than two weeks from the last date of clinical.)
- Successfully pass the Review Course with a minimum of 77% and complete all 36 hours.

Requesting Certificate/Transcripts

Upon satisfactory completion of the students' respective hours in the course of study, the student is then awarded a certificate of completion for their program of study. Students eligible for certification must request a certificate by presenting a filled out "Certificate Request Form" to the Student Services Office. This is necessary for verification that a certificate was requested and that the graduate's name is correctly spelled. Once the form is completed, the Externship Office, Registrar's Office, Admissions Office, Financial Aid Office, and the Director's Office must all provide clearance before a certificate can be awarded. One to two weeks may be required for delivery of graduate's certificate of completion. One set of official and unofficial transcripts will be given with the certificate of completion. Additional student transcripts may be requested by filling out a Transcript Request form and presenting it to the Student Services Office.

Fees: The first set upon graduation is at no cost (included in tuition). Additional official transcripts or original certificates can be requested and will be given at an additional fee.

Equipment used in BBO: skeleton, venipuncture arm, EKG machine, microscope binocular, microscope monocular, refrigerator, centrifuge, zipocrit centrifuge, hemoglobinometer, eye wash station, glucometer, exam table, scale, venipuncture station, height bar, baby scale, nebulizer, mayo stand, auto clave, audiometer.

Supplies used in lab for BBO: rubbing alcohol, autoclave indicator tape, autoclave indicator strips, autoclave pouches, autoclave wrap, band aids, blood glucose test strips, butterflies safety lock blood collection set, cla seal, capes, centrifuge tubes, cotton balls, cotton tipped applicators, cover slides for microscope, urinalysis strips, drapes, EKG recording paper, elastic bandages, electrodes, exam gloves, exam table paper, gauze, hemoglobin curvettes, lancets, lens paper, micro hematocrit tubes, needles (various gages), oral thermometer sheaths, paper surgical tape, pipette, RTU disinfectant, replacement adult training pads AED, sharp

safety device, scalpels, seditoplast ESR, self-adhesive fasteners, sharp containers, slides for microscope, sodium chloride, sterile gloves, stethoscopes, tape measurement, thermometers, tongue depressors, tubular dressing, urine cups, vacutainer needles.

Equipment used in the X-Ray Lab: X-ray console, x-ray tube, x-ray table, PACS monitor, PSP cassette reader, PSP cassette (digital), rare earth cassettes (400 and 200 speed), calipers, acrylic chest phantom, acrylic torso phantom, acrylic knee, acrylic elbow, acrylic hand and wrist, leg mannequin, arm mannequin, full lead apron, half lead apron, thyroid shield, gonadal shield, lead gloves, view box, densitometer, sensitometer, penetrometer, spin top, lead blockers, positioning sponges, grids, and sand bags.

Equipment used in the X-Ray Lab Darkroom: processor, ID stamper, film bin, and safe light.

Supplies used in X-Ray Lab: x-ray film, personnel dosimeter badges, latex gloves, pillow cases, gowns, and anatomical markers.

MEDICAL ASSISTING

(Offered at all campuses)

Career Care Institute's Medical Assisting program is geared to adequately prepare the graduate for an entry-level position as a Medical Assistant within a healthcare setting in both front-office (administrative) and back-office (clinical) capacities. Our students will gain their knowledge through intense clinical, laboratory, and administrative tasks. Upon successful completion of the program, a *Certificate of Medical Assistant and EKG* are awarded, and a *Certificate of Instruction in Venipuncture and Injection* is awarded. The institution offers the NCCT at no extra charge and encourages all MA students to sit for the exam; however, students must apply for the NCCT within 45 days of graduation (Last date of attendance). CCI is an official testing center for the NCCT.

Successful completion of the Medical Assistant program requires an average of 70% or better in each module of instruction, including externship. Your externship module will include 144 hours.

ADMISSION REQUIREMENTS

- All applicants will have a personal interview with an Admissions Representative.
- All applicants will be required to take the Scholastic Level Exam (SLE). A passing score is required for enrollment.
- All students enrolled in any of our programs will be required to have a tuberculin-screening test prior to the class start date.
- All applicants must have a tour of the school campus.
- All applicants enrolled in any of our programs must have all financial obligations completed before class begins. **A nonrefundable registration fee is due upon enrollment.**

- All applicants must have a high school diploma (from an **approved** institution), or GED or its equivalent. The admissions representative may refer applicants that have not attained a high school diploma, GED or its equivalent to an agency where they may obtain one.
- A valid ID and social security card.
- Re-entry students must see the finance department and admissions prior to starting class and complete a new enrollment agreement to determine any previous debt from a previous enrollment.
- **Student must undergo school orientation.**

The school reserves the right to reject students if the provisions above are not properly completed and submitted.

This program involves 8 modules/courses (576 hours) of classroom and lab instruction and 1 module (144 hours) of externship. Modules/courses are briefly described below.

36 week program

Program clock hours: 720 Hours

Delivery Mode: Residential

Students may choose one of the following schedules:

Day Class: M-Th 8 AM - 12:30 PM

Afternoon Class: M-Th 1 PM - 5:30 PM (Moreno Valley only)

Night Class: M-Th 6 PM - 10:30 PM

Course Title: MA10 – Classroom Orientation

(Classroom Orientation)

Clock hours awarded: 2 hours. This 2 hour course is integrated concurrently with current module and on the first day of each module to coincide with the first day of class for each new medical assisting student enrolled in the program.

Prerequisites for this course: Passing score on CCI entrance exam and student must have undergone initial school orientation.

Course Description: This course will consist of a lecture with handouts reviewing CCI's Medical Assistant Program syllabus and program description, employment outlook for medical assistants, general responsibilities for medical assistant students and medical assistants. Students will be required to take notes and undergo an exam and acknowledge receipt of materials issued. An exam will be administered and student will acknowledge receipt of texts, syllabi and student handbook. Student must achieve 70% or better on test and receive books, syllabi and student handbook verified through written acknowledgement.

Course Title: Medical Healthcare Responsibilities– MA11

Clock hours Awarded: 72

Prerequisites for this Course: Passing score on CCI entrance exam successful admission and student must have undergone initial school orientation and MA orientation course.

Course Description: This course covers a brief history of medicine, leaders in medicine, allied health and women in medicine, administrative tasks such as written and telephone communications, scheduling. Medical terminology word parts, abbreviations. The student will learn how to take a patient history, height/weight, temperature, pulse, respirations and blood pressure. Student lab activities will include vital signs using various methods. Personal safety of staff and patients and infection control is discussed. Medical legal highlights will be taught. The student will receive lectures and demonstrations.

The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

Method of Evaluation: Throughout this course weekly exams are administered, written assignments, homework and clinical lab and computer lab procedures are evaluated by the instructor.

Requirements for Successful Completion: Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module. Practical skills and check offs must be completed to progress to the next level.

Course Title: Assisting with Medical Procedures– MA12

Clock Hours Awarded: 72

Prerequisites for this Course: Passing score on CCI entrance exam successful admission and student must have undergone initial school orientation and MA orientation course.

Course Description: The administrative topics include records management, correcting and maintaining the electronic charts, medical office mail handling. Clinical topics involve obtaining urine, sputum, stool specimens examination procedures of the eye and ear, exam positioning and draping, and blood smears. Other lecture topics include terminology regarding the anatomic reference system, major body cavities, cytology, histology, the integumentary system. Student will learn how to prepare and assist with certain exams. Students will use a microscope. Medical legal highlights will be discussed.

The student will receive lectures and demonstrations. The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

Clock Hours Awarded: 72

Method of Evaluation: Throughout this course weekly exams are administered, written assignments, homework and computer lab procedures are evaluated.

Requirements for Successful Completion: Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module. Practical skills and check offs must be completed to progress to the next level.

Course Title: *Basic Anatomy of the Human Body–MA13*

Clock Hours Awarded: 72

Prerequisites for this Course: Passing score on CCI entrance exam successful admission and student must have undergone initial school orientation and MA orientation course.

Course Description: The administrative topics include filing systems in the medical office, importance of filing steps, units, supplies, paperless files, systems, alpha, and numeric subject, using a chronological file, payment planning, and credit card usage. Bone structure, number of bones, functions of the skeleton, spinal column, the skull, the rib cage, long bones, bones of the hands and feet, pelvic girdle, joints, fractures, amputation, diagnostic examination, diseases and disorders, and replacing bone will also be discussed. Muscle fuel, functions of muscle, muscle growth, types of muscle tissue, skeletal muscle action, muscle tone, muscle attachment, sheaths and bursa, major skeletal muscles, muscle strain, cramps, smooth, muscle action disorders and disease will be taught.

Anatomical descriptors and fundamental body structure. Anatomy and physiology defined, Language of medicine, Anatomical directional terms, Body cavities and organs, The Cell, Molecules membranes, Cell division, Homeostasis, Mutations, traits, genetic disorders, discoveries in human genetics, new genetic techniques, tissues, organs, systems. Medical terminology related to the skeletal system Structure, word parts, functions, medical specialties, diseases and diagnostic tests, treatments. Medical terminology related to the muscular system, structure, word parts, functions, medical specialties, diseases and diagnostic tests, treatments. Medical legal highlights. The student will receive lectures and demonstrations.

The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

Method of Evaluation: Throughout this course weekly exams are administered, written assignments, homework and computer lab procedures are evaluated.

Requirements for Successful Completion: Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module. Practical skills and check offs must be completed to progress to the next level.

Course Title: *The Cardiovascular System–MA14*

Clock Hours Awarded: 72

Prerequisites for this Course: Passing score on CCI entrance exam successful admission and student must have undergone initial school orientation and MA orientation course.

Course Description: Topics include assisting with medications, prescription and nonprescription medications; Medical-legal highlights; Methods of administering medications. Injections and immunizations, Understanding the PDR, Common prescription abbreviations; Computer billing; Computerized Medical records office; Fundamentals of managed Care; Health maintenance organizations; Terms used in health insurance; Bookkeeping procedures; Bookkeeping terms; Pegboard system. Clinical topics include Diagnostic tests; Cardiology procedures; Path of electrical impulses; Routine electrocardiograph leads; Interference Standardization; Stress tests; Holter monitoring; Other cardiovascular equipment; Diagnostic procedures; Vital capacity tests; Sonographic studies; Magnetic resonance imaging; Minor surgical procedures; Skin preparation; Sterile Gloves; Assisting with procedures; The Circulatory system; The heart; The blood vessels; The lymphatic system; The blood; Cardiovascular tests; Diseases and disorders. The cardiovascular system, medical terminology related to the heart, blood vessels, blood including structure, word parts, functions, medical specialties, diseases and diagnostic tests, treatment; Medical specialties, diseases and diagnostic tests, treatments.

The student will receive lectures and demonstrations. The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

Method of Evaluation: Throughout this course weekly exams are administered, written assignments, homework and computer lab procedures are evaluated.

Requirements for Successful Completion: Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module.

Course Title: *CPR & First Aid-MA15*

Clock Hours Awarded: 72

Prerequisites for this Course: Passing score on CCI entrance exam successful admission and student must have undergone initial school orientation and MA orientation course.

Course Description: Topics include: Acute illness distinguishing severity of illness respiratory emergencies cardiopulmonary resuscitation CPR and disease transmission, first aid in accidents and injuries, sudden illnesses and injuries, burns first aids for common injuries, wounds medical-legal ethical highlights. The endocrine system the glands, gonads, interrelationship of the glands, diagnostic examinations, diseases and disorders. The reproductive system, managing emergencies in the medical office, emergency provisions in the medical office, documenting emergency procedures, and emergency services. Overview of structures word parts and functions of the endocrine system, Vocabulary related to the endocrine system, Functions of the endocrine system, Structures of the endocrine system, Medical specialties related to the endocrine system, Pathology of the endocrine system Diagnostic procedures related to the endocrine system, the pituitary gland, The thyroid gland The parathyroid glands,

The adrenal glands the pancreatic islets, the thymus, the pineal glands, the Gonads. Overview of structure word parts and functions of the reproductive system Vocabulary related to the reproductive systems, Functions of the male reproductive system, Structures of the male reproductive system, Medical specialties related to the male reproductive system, Pathology of the male reproductive system, Diagnostic procedures of the male reproductive system, Treatment procedures of the male reproductive system, Sexually transmitted diseases. Functions of the female reproductive system, Structures of the female reproductive system, Medical specialties related to the female reproductive system, Pathology of the female reproductive system, Diagnostic procedures of the female reproductive system, Treatment procedures of the female reproductive system, assisted reproduction, Pregnancy and childbirth.

The student will receive lectures and demonstrations. The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The

student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

Method of Evaluation: Throughout this course weekly exams are administered, written assignments, homework and computer lab procedures are evaluated.

Requirements for Successful Completion: Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module.

Course Title: *Behaviors Influencing Health- MA16*

Clock Hours Awarded: 72

Prerequisites for this Course: Passing score on CCI entrance exam successful admission and student must have undergone initial school orientation and MA orientation course.

Course Description: Topics include: Currency Cash and petty cash; Writing checks; checks received from patients; endorsement; making deposits; deposit by mail; reconciling bank statements; petty cash and other accounts; Salary Benefits and tax records; Employee requirements and records; medical office requirements and records; Benefits; Interpersonal communications; Verbal and nonverbal messages; Perception; body language; The Medical Assistant; Training; Job responsibilities and employment opportunities; Employment Opportunities; Career laddering; Career Development; The Urinary System; The Kidneys; ureter; urinary bladder; urethra; dialysis; kidney transplant; diagnostic examinations; diseases and disorders; Behaviors Influencing Health Nutrition; exercise, and weight control; Mobility assistance; Indications for mobility devices; Safety at home; Behavioral adjustments; Defense mechanisms; mental and emotional status; influencing behaviors; communicating emotional states; Patients and their families; right to privacy; choice of treatment; terminal illness; Office Interpersonal relationships; Staff arrangements; interoffice communication; career entry; employee evaluation; medical-legal ethical highlight; Personal Characteristics for healthcare workers; Personality qualities; Perception as a professional; Professionalism; How Medical Assisting began; history of professional organizations; professionalism; competency of programs; becoming certified; The Urinary System; Overview; structures; word parts; and functions of the urinary system; Vocabulary related to the urinary system; Functions of the urinary system; Structures of the urinary system; The excretion of urine; Medical specialties related to the urinary system; Pathology of the urinary system; Diagnostic procedures of the urinary system; Treatment procedures of the urinary system; Medical specialties related to the urinary system; Pathology of the urinary system; Diagnostic procedures of the urinary system; Treatment procedures of the urinary system; Habit forming substances; Alcohol; Abusive behaviors; Drugs; smoking; Stress and time

management; Office stress; stress and related illness; time management; medical-legal highlights.

The student will receive lectures and demonstrations. The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

Method of Evaluation: Throughout this course weekly exams are administered, written assignments, homework and computer lab procedures are evaluated.

Requirements for Successful Completion: Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module.

Course Title: *Diagnostic Procedures of the Immune & Nervous System–MA17*

Clock Hours Awarded: 72

Prerequisites for this Course: Passing score on CCI entrance exam successful admission and student must have undergone initial school orientation and MA orientation course.

Course Description: Topics include: Achieving satisfaction in employment; The job search; The resume; The cover letter; Classified advertisements; Public employment services; Private employment agencies; Other contacts; Career Development; Getting the job and keeping it; Application forms; the interview; what employers want most in employees; the job description; The Office Environment; Safety, security and emergency provision in the medical office; A safe, healthy environment throughout the medical office; General office safety; Security in the medical office; Efficient office design; Designing the medical facility to accommodate the disabled; planning the layout of a general practice; Preparing for the day; the receptionist; closing the office; Diagnostic procedures and pharmacology; Basic Exam procedures and positions; lab tests; endoscopes; centesis; imaging; radiology; CT; MRI; Fluoroscopy; Ultrasound; Nuclear medicine; radioimmunoassay; pharmacology; The Immune System; Origin of cells; Organs of the immune system; Cell markers; Lymphocytes; Complement system; Cytokines; Interferon; Natural Killer (NK) Cells; Immune Responses; Immunization; Diseases and disorders; The nervous system; Membrane excitability; Peripheral nervous system and spinal cord; Central nervous system; Diagnostic tests; Diseases and disorders; The Office Environment; Office Management; equipment calculator; copy machine; microfiche; dictation/transcription machine; word processor; the computer; printers; use of computer software; medical-legal ethical highlights; The lymphatic and immune

system; Overview of structures; word parts, and functions of the lymphatic and immune systems; Vocabulary related to the lymphatic and immune system; Medical specialties related to the lymphatic and immune systems; Functions and structures of the lymphatic systems; Pathology and diagnostic procedures of the lymphatic structures; Functions and structures of the immune system; Pathology and diagnostic procedures of the immune system; Treatment procedures of the immune system; Pathogenetic organisms; Oncology; The nervous system; Overview of structures; word parts, and functions of the nervous system; Vocabulary related to the nervous system; Functions of the nervous system; Structures of the nervous system; The central nervous system; The peripheral nervous system; The autonomic nervous system; Medical specialties related to the nervous system; Pathology of the nervous system; Mental health; Diagnostic procedures of the nervous system; Treatment procedures of the nervous system.

The student will receive lectures and demonstrations. The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

Method of Evaluation: Throughout this course weekly exams are administered, written assignments, homework and computer lab procedures are evaluated.

Requirements for Successful Completion: Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module.

Course Title: *The Digestive & Respiratory Systems–MA18*

Clock Hours Awarded: 72

Method of Evaluation: Throughout this course weekly exams are administered, written assignments, homework and computer lab procedures are evaluated.

Requirements for Successful Completion: Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module.

Course Description: Topics Include: General Management Duties Daily and monthly account records, missed appointments, office policy manual, patient information brochure, patient refunds, equipment maintenance and supply inventory, responsibility for decision-making, responsibilities for the employee, facility, physicians; managers rewards, medical-legal highlights; Preparing claims; The beginning of claim forms; The history of coding; ICD9 codes; Coding functions; Identifying the diagnosis; CPT codes; E/M

services guidelines; Completing the claim form; Maintain an insurance log; Delinquent claims; Common Filing errors; Electronic claim filing; Accepting assignment; Medicare Audit Reimbursement; The future of insurance claims; The Digestive System; The mouth, esophagus; stomach; small intestine; large intestine; diagnostic examinations; disorders and diseases; Medical Ethics and liability; Ethical and legal responsibilities; Licensure requirements; Professional liability; Physician and patient rights; Medical assistant rights; Negligence; Medical records; The language of banking; banking terms; Maintaining currency; Medical-Legal ethical highlights; Write a check; collecting overdue payments; Write a collection letter; The Respiratory System; The pathway of oxygen; Respiration; The lung and the Pleura; The muscles of breathing; Diagnostic examinations; Disorders and diseases; The respiratory system; Overview of structures; word parts and functions of the respiratory system; Vocabulary related to the respiratory system; Functions of the respiratory system; Structures of the respiratory system; Respirations; Medical specialties related to the respiratory system; Pathology of the respiratory system; Diagnostic procedures of the respiratory system; Treatment procedures of the respiratory system; Special Senses; Medical terminology related to the eyes and ears; Structure; word parts; functions; medical specialties; diseases and diagnostic tests and treatments.

The student will receive lectures and demonstrations. The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

Prerequisites for this Course: Passing score on CCI entrance exam successful admission and student must have undergone initial school orientation and MA orientation course.

Method of Evaluation: Throughout this course weekly exams are administered, written assignments, homework and computer lab procedures are evaluated.

Requirements for Successful Completion: Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module.

Course Title: *Externship-MA19 (Module 9)*

Clock Hours Awarded: 144 (minimum – See [Attendance Policy](#) for additional information.)

Prerequisites for this Course: Student must have completed all other program modules with a passing grade of 70%. All check offs will be completed and the student will take the NCCT

certification exam. All absent hours must be made up prior to externship.

Course Description: Externship. The student will be placed at a medical or health facility performing work as an entry-level medical assistant and given the opportunity to apply classroom concepts in practical experiences. Students must complete their required externship in order to be eligible for graduation. The student will be scheduled for and undergo an interview by the health facility supervisor prior to placement. The student will undergo an externship meeting with CCI's externship officer. The student will be required to sign an externship guideline agreement.

Students will be placed at different facilities which may include physician's offices, chiropractor's offices, or dental offices to complete externship. Most facilities accept externs only during regular day-shift hours. Students enrolling in night classes are reminded that they may be required to complete externship during regular day-shift hours. Externship hours are earned at approved externship sites. Students must complete externship within the maximum time frame. Students who do not fulfill the externship requirement within the maximum allowed time frame will not be eligible to receive their diploma/certificate.

Any absences during class or training *must* be made up and students may be required to make up absences during externship.

Method of Evaluation: During externship the externship coordinator/officer will follow-up with the student extern and the externship facility supervisor. At the end of externship, the supervisor will evaluate the student using an evaluation form. The grade received on the exit exam will count as 20% of the externship grade along with the clinical evaluations in the externship packet.

Requirements for Successful Completion: Completion of all required hours and satisfactory evaluation.

Schedule: Most facilities accept externs only during regular day-shift hours. Students enrolling in night classes are reminded that they may be required to complete externship during regular day-shift hours. Externship hours are earned at approved externship sites. See the Externship Policy for more information.

GRADUATION REQUIREMENTS

Upon satisfactory completion of the program the student will receive a Certificate of Medical Assistant and EKG are awarded, and a Certificate of Instruction in Venipuncture and Injection is awarded. The following requirements need to be met in order to qualify for a certificate of completion:

- Complete all required hours.
- Achieve a 70% in each module.
- Turn in all time cards and site evaluations.

- Take the NCCT certification.
- Have all financial responsibilities met.

Requesting Certificate/Transcripts

Upon satisfactory completion of the students' respective hours in the course of study, the student is then awarded a certificate of completion for their program of study. Students eligible for certification must request a certificate by presenting a filled out "Certificate Request Form" to the Student Services Office. This is necessary for verification that a certificate was requested and that the graduate's name is correctly spelled. Once the form is completed, the Externship Office, Registrar's Office, Admissions Office, Financial Aid Office, and the Director's Office must all provide clearance before a certificate can be awarded. One to two weeks may be required for delivery of graduate's certificate of completion. One set of official and unofficial transcripts will be given with the certificate of completion. Additional student transcripts may be requested by filling out a Transcript Request form and presenting it to the Student Services Office.

Fees: The first set upon graduation is at no cost (included in tuition). Additional official transcripts or original certificates can be requested and will be given at an additional fee.

Equipment used: skeleton, venipuncture arm, EKG machine, microscope binocular, microscope monocular, refrigerator, centrifuge, zipocrit centrifuge, hemoglobinometer, eye wash station, glucometer, exam table, scale, venipuncture station, height bar, baby scale, nebulizer, mayo stand, auto clave, audiometer.

Supplies used: rubbing alcohol, autoclave indicator tape, autoclave indicator strips, autoclave pouches, autoclave wrap, band aids, blood glucose test strips, butterflies safety lock blood collection set, cla seal, capes, centrifuge tubes, cotton balls, cotton tipped applicators, cover slides for microscope, urinalysis strips, drapes, EKG recording paper, elastic bandages, electrodes, exam gloves, exam table paper, gauze, hemoglobin curvettes, lancets, lens paper, micro hematocrit tubes, needles (various gages), oral thermometer sheaths, paper surgical tape, pipette, RTU disinfectant, replacement adult training pads AED, sharp safety device, scalpels, sediplast ESR, self-adhesive fasteners, sharp containers, slides for microscope, sodium chloride, sterile gloves, stethoscopes, tape measurement, thermometers, tongue depressors, tubular dressing, urine cups, vacutainer needles.

VOCATIONAL NURSING

(Offered at all three campuses)

Program Objective: Student will be eligible to take the State Nursing Licensing Examination. At the completion of this program, the student will be able to demonstrate competence in direct patient care activities in hospitals and in community-based health care agencies, demonstrate ethical and caring behaviors while providing nursing care; successfully pass the vocational nursing

program, successfully pass the NCLEX®-PN exam, and be eligible for employment as a licensed vocational nurse (*Note: The BVNPT requires applicants to be at least 17 years of age*). Upon successful completion, the student will be awarded a Certificate in *Vocational Nursing*. The student will receive a *BLS Certificate within the first six weeks of the program*. CCI VN program graduates are eligible for I.V./Blood Withdrawal certification training for a fee.

Licensed vocational nurses (VNs) care for the sick, injured, convalescent, and disabled under the direction of physicians and registered nurses. Most VNs provide basic bedside care. They take vital signs such as temperature, blood pressure, pulse, and respiration. They also treat bedsores, prepare and give injections and enemas, apply dressings, give alcohol rubs and massages, apply ice packs and hot water bottles, and monitor catheters. VNs observe patients and report adverse reactions to medications or treatments. They collect samples for testing; perform routine laboratory tests, feed patients, and record food and fluid intake and output.

They help patients with bathing, dressing, and personal hygiene, keep them comfortable, and care for their emotional needs. In States where the law allows, they may administer prescribed medicines or start intravenous fluids. Some VNs help deliver, care for, and feed infants. VNs may supervise nursing assistants and aides. VNs in nursing homes provide routine bedside care, help evaluate residents' needs and supervise the care provided by nursing aides. In doctors' offices and clinics, they also may make appointments, keep records, and perform other clerical duties. VNs who work in private homes also may prepare meals and teach family members simple nursing tasks. Licensed practical nurses in hospitals and nursing homes work a 40-hour week, but because patients need around-the-clock care, some work nights, weekends, and holidays.

They often stand for long periods and help patients move in bed, stand, or walk. VNs may face hazards from caustic chemicals, radiation, and infectious diseases such as hepatitis. They are subject to back injuries when moving patients and shock from electrical equipment. They often must deal with the stress of heavy workloads. In addition, the patients they care for may be confused, irrational, agitated, or uncooperative. Licensed practical nurses held about 700,000 jobs in 2000. Twenty-nine percent of VNs worked in nursing homes, 28 percent worked in hospitals and 14 percent in physicians' offices and clinics. Others worked for home healthcare services, residential care facilities, schools, temporary help agencies, or government agencies; about 1 in 5 worked part time.

ADMISSIONS REQUIREMENTS

- All applicants will have a personal interview with an Admissions Representative.
- All applicants must have a tour of the school campus.

- All applicants will be required to pass an entrance exam. (Prospective students who do not make the minimum entrance exam passing score will have to wait 7 days before retaking the entrance examination again.)

For the WONDERLIC Exam students must score the following in math and reading comprehension:

➤ *VN Program ALL CAMPUSES 300 math; 350 verbal*

- All applicants must have a high school diploma (from an approved institution), GED, or its equivalent. The Admissions representative may refer applicants that have not attained a high school diploma, GED, or its equivalent to an agency where they may obtain one.
- A valid ID and social security card is also required.
- Health Care Documents:
 - PPD (TB test)
 - A negative TB test within one year of program start date; annual negative TB tests.
 - Or negative chest x-ray will be required within the last two weeks of level three due to facility requirements used in level four.
 - If the student tests positive for TB, he or she must provide results of a negative chest x-ray within the last two years.
 - Titer showing immunity to the following: Measles, Mumps, rubella, Varicella, Poliovirus.
 - Hepatitis B immunization or titer.
 - Tetanus immunization proof.
 - Flu vaccination.
 - Diphtheria vaccination.
 - Physical examination clearing the student to attend school.
- The Vocational Nursing Program requires other items such as fingerprinting, background checks, and drug screenings.
- All applicants enrolled in any of our programs must have all financial obligations completed before class begins. A nonrefundable registration fee is due upon enrollment.
- Re-entry students must see the Finance Department and Admissions prior to starting class and complete a new enrollment agreement to determine any previous debt from a previous enrollment.
- **Student must undergo school orientation.**

Health Care Documents Detailed Description

Measles, Mumps, Rubella

A titer showing immunity to Measles, Mumps, and Rubella is required. The computer generated laboratory report must accompany the Student Health Record. If the results show the student is non-immune or equivocal, the student must receive appropriate booster and the titer must be repeated per health care provider order. In the event the student does not convert, a signed

and stamped (original copy) note must be provided by the student's health care provider. Titer must be within one year of enrollment.

Varicella

A titer showing immunity to Varicella is required. The computer generated laboratory report must accompany the Student Health Record. If the results show the student is non-immune or equivocal, the student must receive appropriate booster and the titer must be repeated per health care provider order. In the event the student does not convert, a signed and stamped (original copy) note must be provided by the student's health care provider. Titer must be within one year of enrollment.

Poliovirus

**Currently, not all health care facilities are requiring polio—student may be enrolled without polio; however, student understands that during the course of the program, a poliovirus titer may become necessary to continue education. A titer showing immunity to Polio is required.*

The computer generated laboratory report must accompany the Student Health Record. If the results show the student is non-immune or equivocal, the student must receive appropriate booster and the titer must be repeated per health care provider order. In the event the student does not convert, a signed and stamped (original copy) note must be provided by the student's health care provider.

Hepatitis B

If the student has not been immunized against Hepatitis B, he or she will provide proof that the immunization process has begun. The student will be allowed to begin classes by showing proof that the vaccination process has begun. The student bears the responsibility of submitting proof of each additional injection and ultimately a titer showing immunity. The Hepatitis B vaccine is administered in three separate doses. Proof must be provided after the first injection, the second injection (usually 1-2 months after the first), the third injection (usually 4-6 months after the first), and a titer showing immunity after the last injection.

-OR-

A titer showing immunity to Hepatitis B is required. The computer generated laboratory report must accompany the Student Health Record. If the results show the student is non-immune or equivocal, the student must receive appropriate booster and the titer must be repeated per health care provider order. In the event the student does not convert, a signed and stamped (original copy) note must be provided by the student's health care provider.

Tetanus

Documentation showing administration of the Tetanus vaccine within the last 10 years is required.

****Flu and Diphtheria vaccinations are also required****

Student Health Record

An original copy of the completed Student Health Record showing the health care provider's signature and stamp clearing the student to perform the required physical, mental, and physiologic aspects of nursing school is required. Health record must be within one year of enrollment.

Requirements for licensure eligibility

- Minimum Age - 17 Years.
- Completion of High school or its equivalent.
- Complete and sign the "Application for Vocational Nurse Licensure".
- Complete and sign the "Record of Conviction" form.
- Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information") Note: A License will not be issued until the board receives the background information from DOJ.
- Attach the appropriate nonrefundable fee made payable to the "BVNPT".
- Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
- The Board will advise you of the Initial License Fee to be paid. This fee is in addition to the application fee. It takes 4-6 weeks to process your license.
- Graduate of a California Approved School of Vocational Nursing or, successful completion of a California Approved Vocational Nursing Program. Contact your Program Director for application forms and instructions.
- Graduate of an Out-Of-State School of Practical/Vocational Nursing.
- The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

62 Week Program

Program clock hours: 1564

Delivery Mode: Residential

Theory: Two days per week

Lancaster and Moreno Valley: M, W or T, TH 8am-1pm or 1pm-6pm

Ventura: M, T or W, TH 8am-1pm or 1pm-6pm

Clinical: Two days, other than theory days, in eight hour shifts.

Times vary.

This program involves 4 Levels/courses between 386 to 404 hours each. Courses are briefly described below.

Program Overview

The Vocational Nursing Program is a 62-week program consisting of four levels. Theory classes are five hours in length and are in session two days per week. Clinical classes are usually 8 hours in length, but they can be as long as 12 hours. Classes are in session two days per week. Theory classes are typically the same two days for each level; however, based on clinical facility contracts, theory days and times may change per level. **Students are required to have reliable transportation to and from all classes.** Theory days are generally Monday and Wednesday or Tuesday and Thursday and are offered from 8:00 AM – 1:00 PM or 1:00 PM – 6:00 PM. Clinical shifts are two days of the week and generally do not occur on a theory day. Clinical shifts range in time and usually start at 6:00 AM and can end as late as 11:30 PM. Successful completion of the Vocational Nursing Program necessitates maintenance of 75% or better in each subject of instruction, pass level-specific computerized competency exams, and achieve Green Light status through Virtual ATI.

Course Title: VN Level I

Clock Hours: 387

Prerequisites: Enrollment, passing score on entrance exam, attending orientation, submitting all required health documents by deadline.

Description: VN Level 1 is designed to provide the beginning student with an introduction to personal and vocational relationships in nursing. Emphasis is placed upon the application of the nursing process within the context of the Licensed Vocational Nursing scope of practice, the health care environment, critical thinking, the caring role, and basic nursing skills and procedures, including physical assessment.

THEORY GRADING CRITERIA:

At the end of the course, you must receive above 75% in each category (Fundamentals and Pharmacology) and cumulative in order to pass. You must also have a 75% or better on the final. ATI Proctored exam must be passed at a minimum of Level 1 proficiency.

CLINICAL GRADING CRITERIA:

- Total points available are 677. The objective pack is worth 627 points and 1 case study worth 50 points.
- The case study is due after midterm but before the end of the level.
- At midterm, 300 points are available. Seventy five percent is 225.
- At end of level, student must be at 75% of total points which is 507.75

Course Title: VN Level II

Clock Hours awarded: 387

Prerequisites for this course: Successful completion of VN Level I; or, previous nursing education with recommendation from Director of Nursing. The student must prove successful completion of appropriate nursing education and undergo an evaluation by the Director of Nursing.

Course Description: Nursing II is designed to provide the student with a foundation in medical/surgical nursing. Topics include general care of patients having problems with pain, cancer, immobility, fluid and electrolyte imbalances. Emphasis is placed upon care of patients with disorders of the skin, endocrine glands, blood, cardiovascular and respiratory systems, utilizing the nursing process. The student will be given quizzes, exams and practical exams.

THEORY GRADING CRITERIA:

At the end of the course, you must receive above 75% in each category (Medical Surgical, Anatomy and Physiology, Pharmacology) and cumulative in order to pass. You must also have a 75% or better on the final. ATI Proctored exams are not available for Level 2; however, students must complete the required individual ATI assignments with a grade of 75 or better on all assignments.

CLINICAL GRADING CRITERIA:

- Total points available are 648. The objective pack is worth 498 points and the 3 required case studies are worth 150 points.
- 1 case study is required before midterm (week 8).
- 2 case studies are required after midterm but before end of level.
- At midterm, 356 points are available. Seventy five percent is 267
- At end of level, student must be at 75% of total points which is 486.

Course Title: VN Level III

Clock Hours awarded: 386

Prerequisites for this course: Successful completion of VN Level II; or, previous nursing education with recommendation from Director of Nursing. The student must prove successful completion of appropriate nursing education and undergo an evaluation by the Director of Nursing.

Course Description: This course is a continuation of Medical/Surgical Nursing. Emphasis is placed upon care of patients with musculoskeletal, gastrointestinal, neurological, eye and ear, urological and reproductive disorders and patients with AIDS, utilizing the nursing process.

THEORY GRADING CRITERIA:

At the end of the course, you must receive above 75% in each category (Medical Surgical, Anatomy and Physiology, Pharmacology) and cumulative in order to pass. You must also have a 75% or better on the final. ATI Proctored exams must be passed with at least a minimum of Level 1 proficiency.

CLINICAL GRADING CRITERIA:

- Total points available are 704. The objective pack is worth 504 points and the 3 required case studies are worth 200 points.
- 1 50 point case study is due before midterm (week 8).
- 1 50 point case study is due after midterm but before end of level.
- 1 100 point case study is due after midterm but before end of level.
- At midterm, 302 points are available. Seventy five percent is 226.5.
- At end of level, student must be at 75% of total points which is 528.

Course Title: VN Level IV

Clock Hours awarded: 404

Prerequisites for this course: Successful completion of VN Level III

Course Description: This course is designed to provide the senior student with basic knowledge in several specialty areas: family nursing, pediatrics, mental health, home health, hospice and rehabilitation. Emphasis is placed upon care of these patients utilizing the nursing process. Other important topics include leadership and supervision. Preparation for a career as a VN is also covered.

THEORY GRADING CRITERIA:

At the end of the course, you must receive above 75% in each category (Mental Health/Obstetrics; Pediatrics; Growth and Development, Hospice, Rehab; and Management) and cumulative in order to pass. You must also have a 75% or better on the final. ATI Proctored exam must be passed with a minimum of Level 1 proficiency.

CLINICAL GRADING CRITERIA:

- Total points are 414.
- Each clinical rotation must be passed at 75%: Mental Health, Obstetrics, Pediatrics, and Leadership.

Mental Health	87 points	75%= 65.25
Obstetrics	174 points	75%= 130.5
Peds	237 points	75%= 177.75
Leadership	90 points	75%= 67.5

ATI –Comprehensive Assessment and Review Program Policy

Purpose

In accordance with our mission "to provide each student with an educational environment which meets the needs of the student with varied learning skills," Career Care Institute has contracted with ATI® to provide additional support and assistance throughout the program in preparation for taking and successfully passing the NCLEX-PN® exam.

Objective

To provide each student with study tools, competency testing, and remediation tools to help prepare them to pass the NCLEX-PN. ®

Overview

Students will be introduced to ATI® within two weeks of beginning Level 1. Throughout each level, students will be assigned practice test, tutorials, and proctored examinations using the *ATI@ PN Comprehensive Assessment & Review Program (CARP)* as appropriate.

Currently: Level 1, 3 and 4 students will be assigned Specialty Proctored Assessment exams that correlate with the subject matter expected to have been mastered within that level. Dates for all assessments will be available per the student's level calendar from their theory instructors – typically in Week One of each Level. Due to the non-availability of Specialty Proctored Exams in Level 2, the students will be given 10 individual ATI@ assignments. All ATI assignments and tests will be placed in a student ATI binder to be collected and reviewed periodically by the ATI Coordinator.

Permission to take the Proctored Exam requires prior completion of assigned practice test/tutorials/Nurse Logic and skills modules. Proof of completion must be submitted by 12 PM the day preceding the scheduled Proctored Specialty Exam or Exit Exam.

All ATI proctored assessments are given a grade weight. Students who maintain Level 2 proficiency will receive 10%, and Level 1 proficiency will receive 5%. Students will have an opportunity to retake a proctored exam within 10 days of the original take provided they demonstrate proof of performing a focused review and show improvement on the second retake. The percentage given towards the grade weight will be the better of the two scores. However, students who demonstrate **Below Level Proficiency** will be unable to advance to next academic level.

Participation in the ATI program is a pre-requisite for the Virtual ATI program (VATI). To obtain the Green Light and be ready for NCLEX testing, the student must participate in the VATI and obtain the Green Light. This is a graduation requirement. Failure to follow any element of the ATI program will subject the student to the Program Exclusion Policy. (See VN Guidelines for more information.)

GRADUATION REQUIREMENTS/COMMENCEMENT CEREMONY

Graduation Requirements:

In order to receive a certificate of completion for the Vocational Nursing Program at Career Care Institute, the following needs to be completed:

1. Successfully pass each category in each level of theory content at 75% or greater
2. Successfully pass all clinical rotations at 75% or greater
3. Complete the 1564 hours of instruction: 588 Theory, 976 Clinical
4. Complete and submit to the DON the application for Licensure from the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) including Record of Conviction (ROC) and passport photo
5. Satisfy all financial obligations
6. Achieve a passing score on Résumé from Career Services
7. Students must achieve green light status on VATI prior to the graduation ceremony date.
 - A graduation ceremony is approximately 6-8 weeks from the last day of class so students have sufficient time to finish the ATI Virtual Program.
 - Failure to accomplish attainment of the Green Light will result in termination from the Vocational Nursing Program.
8. Within last day of class and before the graduation ceremony, should extenuating and documented circumstances arise in the student's life, the student **MUST** notify the Director of Nursing and/or the Campus Director to enable a renegotiation of the terms of graduation.

When the above items (1 - 8) are met, the student is a graduate of Career Care Institute's Vocational Nursing Program. Privileges of being a graduate from Career Care Institute are:

- Certificate of completion;
- Transcripts that reflect graduation from a Board of Vocational Nursing and Psychiatric Technicians (BVNPT) approved and accredited nursing program;
- Career Care Institute will pay the BVNPT the application fee for Application for Licensure; Career Care Institute will pay the registration fee to register to take the National Council for Licensure Examination ® (NCLEX)
- Participate in commencement ceremony In order to receive the following benefit, the candidate must test and pass the NCLEX within 60 days post last day of class:
- Career Care Institute will pay the appropriate fee to the BVNPT that will allow an issuance of the vocational nurse license.

Requesting Certificate/Transcripts

Upon satisfactory completion of the students' respective hours in the course of study, the student is then awarded a certificate of completion for their program of study. Students eligible for certification must request a certificate by presenting a filled out "Certificate Request Form" to the Student Services Office. This is necessary for verification that a certificate was requested and that the graduate's name is correctly spelled. Once the form is completed, the Externship Office, Registrar's Office, Admissions Office, Financial Aid Office, and the Director's Office must all provide clearance before a certificate can be awarded. One to two weeks may be required for delivery of graduate's certificate of completion. One set of official and unofficial transcripts will be given with the certificate of completion. Additional student transcripts may be requested by filling out a Transcript Request form and presenting it to the Student Services Office.

Fees: The first set upon graduation is at no cost (included in tuition). Additional official transcripts or original certificates can be requested and will be given at an additional fee.

Equipment used: beds, adult mannequins, adolescent mannequins, toddler mannequins, baby mannequin, scale, IV poles, wheel chair, walker, crutches, vital sign monitor, med cart, thermometers, suction machine, fundus, accu check machines, pediatric mannequins vitals sims, over bed tables, night stands, IV arms, Hoyer lift with pads, nebulizer machine, blood pressure cuffs automated, birthing mannequin with baby, kangaroo pump, restraints mittens, restraints vests, restraints wrist, bath chair, restraints waist, neck collar, gait belt, glove holder, blood pressure thigh cuff, elbow protector, commode, wound care cart, pinwheel, 24 hour urine container, vital mannequins, double stethoscope, abdomen, measuring tape, nasal cannulas, reflex tool, oxygen mask, skeleton, towels, blankets, fitted sheet, flat sheet, pillow case, draw sheet, linen barrel, wash cloth, denture cups, pitcher, emesis basin, basin, ted hose, bath blankets.

Supplies used in lab: gloves sterile, gloves, non-sterile, hypodermic syringes, hypodermic needles, alcohol prep pads, medical tape, gauze, tracheostomy care kit, procedure masks, urethral catheter tray, resting ECG tab electrodes, biohazard bags, safety lancets, oxygen masks, oxygen tubing, nasal cannula, blood glucose test strips, sterile specimen cups, liquid medication dose cups, anti-embolism stockings, instant cold compress packs, urinals, suction canisters and tubing, surgical masks, surgical gowns, stethoscopes, blood pressure cuffs, sharp containers, lubricant jelly, sterile water, nasogastric tube, gastrostomy tube, waterproof pads, high protein liquid nutrition, .09% sodium chloride, BD vacutainer, safety wing blood collection sets, scalp vein set, IV catheters, tourniquet, IV administration sets, wound dressing.

INSERTS

TUITION AND FEE INSERTS

Medical Assisting (offered at ALL campuses)		
Registration:		\$80.00
Books:		
MA Textbook	\$135.00	
MA Workbook	\$100.00	
Medical Terminology	\$110.80	\$345.80
Supplies:		\$475.00
STRF:		\$0.00
Uniform:		
Scrubs	\$42.40	
Lab Smock	\$40.00	\$82.20
Tuition:		\$11, 517.00
TOTAL:		\$12,500.00

Dental Assisting (offered in Ventura/Lancaster only)		
Registration:		\$80.00
Books:		
D.A. Textbook	\$185.00	
D.A. Workbook	\$125.00	
Medical Terminology	\$110.80	\$420.80
Supplies:		\$475.00
STRF:		\$0.00
Uniforms:		
Scrubs	\$42.20	
Lab Smock	\$40.00	\$82.20
Tuition:		\$11, 442.00
TOTAL:		\$12,500.00

Vocational Nursing (offered at ALL campuses)		
Registration:		\$80.00
Books:		
Adult Health Nursing	\$90.00	
Adult Health Nursing SG	\$30.00	
Drug Guide for Nurses	\$45.00	
Foundations of Nursing	\$155.00	
Foundations of Nursing SG	\$30.00	
Intro to Clinical Pharmacology	\$50.00	
Intro to Clinical Pharmacology SG	\$65.00	
Medical Terminology Handout	\$30.00	
Med Math	\$70.00	
Nursing Diagnosis Handbook	\$50.00	
Structure & Function of the Body	\$70.00	
Structure & Function of the Body SG	\$30.00	\$715.00
Supplies:		\$120.00
STRF:		\$0.00
Uniform:		
Scrubs: 2 sets	\$84.50	
Lab Smock	\$40.00	\$124.50
LiveScan Prior to Graduation:		\$0.00
BVNPT Application:		\$0.00
NCLEX-PN Registration Fee:		\$0.00
Tuition:		\$27,960.50
TOTAL:		\$29,000.00

Limited X-Ray Tech (offered in Ventura/Lancaster only)		
Registration:		\$80.00
Books:		
Medical Asst. Admin/Clinical Comp. Workbook	\$110.00	
Radiography Essentials for Ltd. Practice	\$63.00	
Radiography Essentials Workbook	\$27.00	
Syllabus on Radiographic RP	\$7.50	
Radiographic Positioning Textbook	\$155.00	
Radiographic Positioning Workbook	\$80.00	
Radiographic Positioning Pocket Atlas	\$30.00	
Mosby's Comprehensive Review	\$50.00	
Digital Radiography and PACS	\$50.00	
Essentials of Radiation/Biology/Protection	\$75.00	\$647.50
Supplies:		\$300.00
STRF:		\$0.00
Uniform:		
Scrubs	\$42.20	
Lab Smock	\$40.00	\$82.20
State Licensing Exam: Chest, Torso, and Extremities		\$325.00 (value)
Tuition:		\$15, 390.30
TOTAL:		\$16,500.00

